



## PES ABSTRACT SUBMISSION INSTRUCTIONS

### GENERAL INFORMATION

Thank you for your interest in submitting your scientific and clinical abstracts to the PES 2025 Annual Meeting! All submitted abstracts will undergo peer review. Abstracts selected for presentation at the Annual Meeting will be assigned for either oral presentation or poster presentation. A few outstanding trainee abstracts will be highlighted in the meeting. Decisions regarding abstract selection will be emailed in mid-February 2025. All accepted abstracts will be published in the journal, *Hormone Research in Paediatrics*. Abstracts are published exactly as submitted in this portal and cannot be edited before publication.

#### MEETING REGISTRATION FOR ALL ACCEPTED ABSTRACT SUBMISSIONS

Presenting Authors who receive an acceptance will be required to register for the 2025 Pediatric Endocrine Society Meeting in National Harbor from May 15-18, 2025.

### PRIOR PUBLICATION POLICY

Submitted abstracts must differ from abstracts previously presented at a national or international meeting at the time of abstract submission. Submitted abstracts cannot contain data previously published at the time of abstract submission. Abstracts in violation of this policy will be subject to withdrawal.

### PREPARATION OF ABSTRACTS

Abstracts must conform exactly to the instructions provided.

### CONFLICT OF INTEREST

If the research was partially funded or fully funded by a Proprietary organization (e.g., a pharmaceutical or device manufacturer) a statement to that effect must be included as noted within the online submission program. Example: "This research was funded in part by the XYZ Corporation, Baltimore, MD."

## COMPLETENESS OF DATA

The abstract should include all study outcome results. We strongly discourage and will likely reject any submissions without data.

## GRADING

Abstracts will be graded anonymously. Authors should be cautious in using institutional references in the body of the abstracts. Do not put author names or affiliations within the abstract title or the abstract body section.

## ABSTRACT SUBMISSION FEE

There will be a \$50 USD submission fee for each abstract submitted. Fees from abstract submissions will be used to support travel scholarships for fellows.

## ABSTRACT PORTAL

After logging in to the abstract submission portal, you will find your home page where you can start, edit, finalize, and submit multiple abstracts. You can begin an abstract at any time, and finish it at a later date, as long as it is submitted prior to the deadline. You will also have the option to upload a table or figure to the abstract in PDF form.

From the list of **topics** below, select the topic most applicable for your abstract:

*Adrenal, Bone and Mineral, Diabetes - type 1, Diabetes - type 2, Equity, Diversity, and Inclusion, Fetal and Neonatal Endocrinology and Metabolism, Global Health, Genetic Syndromes, Growth and GH/IGF Axis, Lipids, Medical Education, Multisystem Endocrine Disorders, Neuroendocrinology/Hypothalamic Pituitary, Obesity, PCOS, Puberty, Quality Improvement/Education, Sex Differentiation/Gonads and DSD, Thyroid, Transition to Adult Care, Transgender Health, Other.*

Each abstract created will be marked either as **PENDING** or **SUBMITTED**. An abstract listed as **PENDING** has not been submitted and can still be edited. However, you will not be able to submit until all required fields are populated, at which time you be given the option to submit.

Note: Once an abstract is submitted, all correspondence from PES will be sent only to the email address of the presenter NOT the person who submitted the abstract. The **presenter receives all correspondence** and is responsible for all steps involved in completing, submitting, and confirming the submission/presentation and for

communicating with any abstract co-authors, third parties or any other entity regarding these matters. **PES Staff will only communicate with the presenter. There will not be ANY exceptions.**

## ABSTRACT PREPARATION

**ABSTRACT STYLE:** Please check your abstract carefully for typographical errors, and grammatical errors such as misspellings and poor hyphenation. Such errors become glaringly obvious in the published abstract! Abstracts must be prepared according to the guidelines for submission. Abstracts failing to conform to the required format may be rejected. **Please note: Once an abstract has been submitted, you will not be able to make any changes. There will not be ANY exceptions.**

**TITLE:** The title should be brief, but long enough to clearly identify the nature of the study. Use uppercase for the first letters of nouns, pronouns, verbs, adjectives, and adverbs. Use lowercase for conjunctions, coordinating prepositions, and articles.

**AUTHORS:** Please indicate if the first author is a medical student, resident, fellow, or junior faculty.

**ABSTRACT STRUCTURE:** WE RECOMMEND YOU COPY AND PASTE FROM A WORD PROCESSING PROGRAM.

The body of the abstract should be organized as follows:

- A sentence stating the study's objectives.
- A brief description of methods.
- A summary of the results.
- A statement of conclusions. Do not state simply the "the results will be discussed."

**ABBREVIATIONS:** Avoid abbreviations in the abstract title. Place nonstandard abbreviations in parentheses after the full word the first time it appears. Use no more than three nonstandard abbreviations.

**DRUG NAMES:** Only generic names should be used. Nonproprietary (generic) names in lower case are required the first time a drug is mentioned.

## TIPS FOR SUCCESSFUL RESEARCH ABSTRACTS

### FOR THE RESEARCH ABSTRACTS:

- The abstract must report on research outcomes. The abstract should not simply describe a program that has been implemented without any evaluation of its feasibility or effectiveness.
- The abstract should include all results: abstracts that include an investigator's intentions to present findings from data that will be collected or analyzed later will not be considered.

- The results section of an abstract needs to provide statistical analysis. The text should include details regarding the statistical analysis software and specific tests used for data analysis. Showing p values alone is not sufficient. Reviewers use statistical analyses to assess the impact of the reported findings and to help determine whether any nonsignificant results might really reflect lack of power when the sample size is small. Describing findings in general terms, such as Group X had "higher scores" or "improved more" than Group Y, or that the variables A & B were "significantly related" are not helpful to the reviewer or the audience.
- Remember, negative findings can be important. Please consider this when submitting research abstracts.

#### **ACCEPTANCE OF POLICY:**

I affirm that this abstract meets all the requirements stated in this program. I accept all PES meeting abstract policies and procedures as detailed in this program and that all authors are familiar with presented data. This policy as written is a part of the submission program and it is expected that all submissions will comply/approve.

It is expected that all research has received IRB permission at the host institution. If your institution exempts certain types of research, we suggest that you obtain a letter verifying the exemption for your study (please indicate in the appropriate area within the program and we will contact you for the letter of exemption if deemed necessary). Research completed without IRB review or exemption in writing will not be accepted or published.

Acceptance of an invitation to give a presentation based on a submitted abstract signifies that the presenter has given permission for his/her presentation to be recorded in various digital formats for sharing with registrants and/or sale by PES for the educational purposes.

#### **TIPS FOR ONLINE SUBMISSION**

This section contains helpful information to guide you through the online submission process. We recommend that you print this page and use it as a reference during this process.

- After login, click "Create new abstract" to begin the abstract submission process.
- You can log off at any time without submitting your abstract and return at another time to continue your work. If you have not formally submitted the abstract (by clicking on the "Complete Abstract Submission"), it can be edited and revised online as many times as you want. If you give your username and password to another person (presumably a co-author), that person can access the abstract and make changes or complete it.

- The abstract review process utilizes a blind grading system and demographic information collected from the corresponding author will not be considered in the review process.
- The abstract can be typed directly or cut and pasted directly into the space provided on the submission form, however, we recommend that you cut and paste your abstract from a word processing program once you are sure there are no spelling or grammatical errors. We recommend “spell-checking” your abstract. Do **not** include the title of the abstract or the author(s) name in the body of the abstract. **The maximum character limit accepted for the body of the abstract is 2,500 and this includes spaces.** The word count total will be displayed on the bottom of the Abstract main page for your reference.
- Verify that your abstract is correct by clicking Preview Abstract Submission. After previewing and proofing your abstract, you can SUBMIT.

## INSTRUCTIONS FOR ORAL PRESENTATIONS

All oral presentations will be given live. The presentation will be for 8 minutes. Hence, most presentations should have between 8-12 slides (including disclosure slide). All presenters should be present for the full presentation. After the presentation, the audience can ask questions.

## POSTER PRESENTATION GUIDELINES & INFORMATION

The abstract session will feature live posters in the poster hall. Presenting authors are expected to be available for the live poster Q&A chats during their specified poster viewing times. Further instructions will be announced if your abstract is selected for poster presentation.