



American College of Toxicology Abstract Submission and Poster Instructions for the Annual Meeting

37th Annual Meeting of the American College of Toxicology
November 6–9, 2016
Baltimore, Maryland

All abstracts must be submitted online using the ACT Abstract Submission System prior to the deadline of July 1, 2016 (11:59 pm, Eastern Time). Access to the abstract site can be achieved through the ACT homepage (www.actox.org). Simply go to the homepage and select the Meetings & Courses menu option, navigate to the Annual Meeting link. When you are on the Annual Meeting homepage, select the Scientific Program menu option, and then navigate to the Submit an Abstract link. The Abstract Submission link will direct you to the online system. Just follow the instructions and on-screen prompts to complete your submission.

You are strongly encouraged to follow the online abstract submission instructions carefully. Double-check the list of authors for accuracy, order, and make sure that the presenting author is indicated. The information you provide will be the primary source used by the reviewers and for publication. Incomplete abstracts will be eliminated from consideration. If your presenter fails to appear for the assigned poster session the abstract submission will not appear in the *International Journal of Toxicology*. *All poster presenters are required to register for the ACT Annual Meeting.

1. Abstracts should be no more than 250 words in length—not including Title, Authors, or Institutions. This limit includes all text, spaces, and punctuation.
2. Do not indent the title and do not use all caps. State authors' names using initials only for first and middle names. Include institution, city, and state/country. Omit degrees, titles, institutional appointments, street addresses and zip codes. Select the presenting author. (See sample format below.)
3. The text of the abstract should consist of a single paragraph. The abstract should be factual and informative. It should adequately summarize the work to be presented, including results and conclusions. Do not indicate, "results will be presented," and do not include images or graphs in the body copy.
4. The use of standard abbreviations is desirable (e.g., rbc, kg, mg). A special or unusual abbreviation should be placed in parentheses after the first appearance of the full word, which it represents. Numerals rather than words should indicate numbers (for all numbers over a single digit, spell out numbers one through nine), except to begin sentences.
5. Accepted abstracts will appear in the printed Annual Meeting *Program*, will be posted online in the Annual Meeting *Program*, and in the *International Journal of Toxicology*.*
6. Take care to make sure that all italics, superscript, subscript, and any special characters are in place before submitting an abstract. Ensure that the correct author has the correct institutions noted after their name. The system does allow for re-entry for modifications up until the abstract deadline.
7. For questions or further instructions, send an email message to jfasanella@actox.org or telephone 703.547.0875 x.1444.

Format for single institution submissions:

Single Institution Abstract Title. Doe J, Smith MA. American College of Toxicology, Reston, VA, United States.

Format for multiple institutions submissions:

Multiple Institutions Abstract Title. Doe J^{1,2}, Smith MA¹, Lincoln A². ¹American College of Toxicology, Reston, VA, United States, ²Review Office, Reston, VA, United States.

Student Posters Presenter(s) Note: All Student Travel Award poster presenter(s) are required to attend the Annual Meeting where you will present your poster Monday morning through Tuesday afternoon—in addition—to a separate judging session on Sunday, where the judges will select the Furst Award winner. Students that present at the Student Travel Award poster judging session will automatically be considered for the Furst Award. Students should be sure to indicate the desire for the ACT Student Travel Award by selecting the box in the online Abstract System. It is important international participants work with an advisor immediately to obtain a visa prior to acceptance. ACT Headquarters can supply additional documentation if requested. All Student Travel Award applicants who are not accepted for this award will be automatically placed in the acceptance review for the general poster session. Student Travel Award winners will receive a waived meeting registration and a ticket to the Sunday Welcome Reception.

Student Poster Judging: Sunday, November 6, from 5:00 PM–6:30 PM

Student Poster Setup: Sunday, November 6, from 4:00 PM–4:45 PM

Student Poster Teardown: Tuesday, November 8, from 4:30 PM–5:00 PM

Poster Presentation Instructions

Upon acceptance of the poster abstract, the presenting author must register for the meeting (full meeting registration is required; there are no exceptions). This year's meeting will include two Poster Sessions. Designated authors will present their poster in the Grand Ballroom during either the Poster Session I with Wine and Cheese on Monday, November 7, from 5:30 pm–7:00 pm or the Poster Session II with Champagne Breakfast on Tuesday, November 8, from 7:30 am–9:00 am. To preserve the integrity and uniformity of the poster sessions, each session will take place for an hour and a half and ACT will assign each presenter(s) a session alphabetically, by presenter last name. Session assignments will be e-mailed to the submitting author the first week of August. Your presence, and/or that of a co-author, during your assigned poster session is particularly important because this is when conference participants will plan to meet you to discuss your work.

It is the responsibility of the poster presenter to remove the poster. Failure to do so could result in damage to or loss of the unclaimed poster. The American College of Toxicology is not responsible for posting, removing, or storing posters and assumes no responsibility for any poster not removed during the designated tear down time..

Poster material should be organized within an area that is 4 feet high x 6 feet wide. The top of your poster board should contain the following information, with letters at least 3/4 inches high:

1. Title
2. Authors
3. Affiliations

A copy of the abstract may be posted towards the upper-left corner and a set of conclusions toward the lower-right corner of your poster. These should be printed in letters about 1/4 inch high. Poster information should be legible from a distance of at least 3 to 4 feet. Material, including line drawings or graphs, should be clearly presented and may be computer generated (laser printing and matte finish is preferred).

Poster sessions and times for setup and removal are also indicated in the *Program*.

Display poster under designated poster number as indicated in the Author Index of the *Program*.

	Poster Session I with Wine and Cheese	Poster Session II with Champagne Breakfast
Session Date	Monday, November 7, 2016	Tuesday, November 8, 2016
Session Time	5:30 PM–7:00 PM	7:30 AM–9:00 AM
Setup Time	7:00 AM–8:00AM	6:30 AM–7:30 AM
Tear Down	7:00 PM–7:30 PM	4:30 PM–5:00 PM

Posters should only represent scientific material and should not contain any marketing of a company, service, or a product. The presenter may not engage in product detailing and may not direct participants to a particular exhibit, meeting, or other company-sponsored entity, website, activity, program, etc. Any and all handout material must be limited to a one-page photocopy of the poster or abstract. ACT reserves the right to remove any material deemed outside the guidelines and does not accept responsibility for the loss of this property. Posters will be removed if not placed in assigned poster number or if a poster contains material violating the guidelines expressed.

All participants, including those presenting posters, are required to [register for the Annual Meeting](#). There are no exceptions.