



# American College of Toxicology

## Abstract Submission and Poster Instructions for the Annual Meeting

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39th Annual Meeting of the American College of Toxicology  
November 4–7, 2018  
West Palm Beach, Florida

All abstracts must be submitted online using the ACT Abstract Submission System prior to the deadline of June 1, 2018 (11:59 pm, Eastern Time). Access to the abstract site can be achieved through the ACT homepage ([www.actox.org](http://www.actox.org)). Simply go to the homepage and select the Meetings & Courses menu option, navigate to the 2018 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 submission instructions carefully to submit your abstracts online. 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 poster session the abstract submission will not appear in *International Journal of Toxicology*. All poster presenters are required to register for the full ACT Annual Meeting. Notifications will be sent to submitting authors the week of July 15, 2018.

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 ePoster format, will be available through the ACT Annual Meeting App, and in *International Journal of Toxicology*.
6. Accepted authors will have the opportunity to submit an ePoster through the ACT Annual Meeting website. ePoster details will be provided upon acceptance.
7. 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, which is June 1, 2018.
8. Presenting authors may only present one poster at the Annual Meeting, but there is no limit to the number of posters that someone may co-author.
9. ACT does not accept encore poster abstracts.
10. For questions or further instructions, send an email message to Jordan Ballance at ACT Headquarters, [jballance@actox.org](mailto:jballance@actox.org), or telephone 703.547.0875 x.1425.

## Format for single institution submissions:

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

## Format for multiple institutions submissions:

**Multiple Institutions Abstract Title.** J. Doe<sup>1,2</sup>, M.A. Smith<sup>1</sup>, A. Lincoln<sup>2</sup>. <sup>1</sup>American College of Toxicology, Reston, VA, United States, <sup>2</sup>Review Office, Reston, VA, United States.

**Student Posters Presenter(s) Note:** All North American Travel Grant (*formerly Student Travel Award*) and International Travel Grant student poster presenter(s) are required to attend the Annual Meeting where you will present your poster at the general poster session on Monday, November 5—in addition—to a separate judging session on Sunday, November 4, where the judges will select the best student poster presentation as the Furst Award recipient, who will receive a \$2,000 prize. Students should be sure to indicate the desire for the ACT North American Travel Grant or International Travel Grant by selecting the box in the online Abstract System, which opens April 1 and closes June 1. 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 North American Travel Grant applicants who are not accepted for this award will be automatically reviewed by the ACT Program Committee for the general poster session.

## Poster Presentation Instructions

Your presence, and/or that of a co-author, during the Poster Session with Wine and Cheese on Monday, November 5, is particularly important because this is when conference participants will plan to meet you and discuss your work. The exhibits will be open during this time as well. It is the responsibility of the poster presenter to setup and remove their poster. Failure to remove posters could result in damage to or loss of the unclaimed poster. The American College of Toxicology assumes no responsibility for any poster not removed during the Exhibition and Posters Dismantle.

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).

Pushpins will be provided. Times for poster session, setup, and removal are also indicated in the *Program*.

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

- Posters should be set up between 2:00 PM–6:00 PM, Sunday, November 4
- Presenters should be present from 5:00 PM–6:30 PM, Monday, November 5
- Posters should be removed between 4:30 PM–7:30 PM, Tuesday, November 6

*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.