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

40th Annual Meeting of the American College of Toxicology
November 17–20, 2019
Phoenix, Arizona

Abstract Submission Instructions

All abstracts must be submitted online using the ACT Abstract Submission System prior to the deadline of June 1, 2019 (11:59 am, 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, then navigate to the 2019 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.

Follow the submission instructions carefully to submit your abstracts online. Double-check the list of authors for accuracy and correct order, and make sure that the presenting author is indicated. The information you provide will be the primary source used by the Program Committee Reviewers and, if accepted, for publication in *International Journal of Toxicology,* the scientific journal of ACT. Incomplete abstracts and encore abstracts will be eliminated from consideration. If your presenting author fails to appear for the poster session, the abstract will not appear in *International Journal of Toxicology*. Notifications regarding acceptance of the abstract submission will be sent to submitting authors the week of July 15, 2019.

All poster presenters are required to register for the full ACT Annual Meeting (no exceptions).

1. Abstracts cannot exceed 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.
3. Include the authors' full first, middle, and last names. Include institution, city, and state/country. Omit degrees, titles, institutional appointments, street addresses and zip codes. Select the presenting author in the system. (See sample format below for how it will be published.)
4. Ensure that the correct author has the correct institutions noted after their name.
5. 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.
6. 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 be used for all numbers over a single digit (e.g. 10, 500, 7,500, etc.). Always spell out numbers one through nine and numbers used to begin a sentence.
7. Make sure that all italics, superscript, subscript, and any special characters are in place before submitting an abstract.
8. The system does allow for re-entry for modifications up until the abstract deadline, which is June 1, 2019.
9. Accepted abstracts will appear printed in the Annual Meeting *Program* and published in *International Journal of Toxicology* (Jan/Feb issue) and online through the ACT Annual Meeting Mobile App.
10. Presenting authors may present only one poster at the Annual Meeting, but there is no limit to the number of posters that someone may coauthor.
11. ACT does not accept encore poster abstracts, e.g., a poster presented at a previous ACT meeting.
12. For questions or further instructions, send an email message to Jordan Ballance at ACT Headquarters, 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.

    Multiple Institutions Abstract Title. J. Doe[1,2], M.A. Smith[1], A. Lincoln[2]. [1]American College of Toxicology, Reston, VA, United States, [2]Review Office, Reston, VA, United States.

Travel Grant Poster 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 Poster Session with Wine and Cheese on Monday, November 18. In addition, graduate student awardees will present their posters at a separate judging session on Sunday, November 17, where the judges will select the winner of the Furst Award ($2,000 will go to the best graduate student poster presentation. Postdocs, early career professionals, toxicologists, and fellowship awardees do not qualify for the Furst Award).

    Applicants should be sure to indicate their desire to be considered for the ACT North American Travel Grant or the International Travel Grant 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 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, unless the poster is withdrawn.

Poster Presentation Instructions

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: Title, Authors, and Affiliations. A copy of the abstract may be posted toward 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 indicated below and 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 17
- Presenters should be present at their poster from 5:00 PM–6:30 PM, Monday, November 18 (Poster Session with Wine and Cheese)
- Posters should be removed between 5:00 PM–7:30 PM, Tuesday, November 19
- All posters should remain up during the Exhibit Hall hours (Monday at 9:30 AM–Tuesday at 5:00 PM)

Your presence, and/or that of a coauthor, during the Poster Session with Wine and Cheese event on Monday, November 18, 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.

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.