Abstract Submission Instructions

All abstracts must be submitted online using the ACT Abstract Submission System before the deadline of June 1, 2022 (11:59 am, Eastern Time). Access to the abstract site can be reached through the ACT home page (www.actox.org). Simply go to the home page and select the Meetings & Courses menu option, then navigate to the 2022 Annual Meeting link. When you are on the Annual Meeting home page, select the Scientific Program menu option, and select the Abstract Submission link. The “Submit an Abstract” link will direct you to the online system. Follow the instructions and on-screen prompts to complete your submission.

Be sure to read and follow the submission instructions carefully to submit your abstract online. Double-check the list of authors for accuracy and correct order, and make sure that the presenting author is indicated. Your abstract submission will be the primary source of information used by the Program Committee reviewers and International Journal of Toxicology, the scientific journal of ACT, if accepted for publication. Incomplete abstracts and encore abstracts will be eliminated from consideration. If the presenting author fails to appear for the Poster Session during the Annual Meeting, 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 13, 2022.

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. The 250-word limit includes all text in the body of the abstract.
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 that “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 phrase that it represents. Numerals rather than words should be used for all numbers over a single digit (e.g., 10, 500, 7,500). 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 allows for re-entry for modifications up until the abstract deadline, which is June 1, 2022.
9. Accepted abstracts will appear in the Annual Meeting Program, will be published in International Journal of Toxicology (Jan./Feb. issue), and will appear in 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 co-author.
11. ACT does not accept encore abstracts/posters, (i.e., an abstract and/or poster presented at any previous meetings).
12. The information displayed on the poster should be limited to scientific data and should not contain marketing of any kind.

For questions or further instructions, please email Jordan Ballance, Program Manager, at ACT Headquarters at jballance@actox.org or telephone 703.547.0875 ext.1425.
Format for Institution Submissions:

**Single-Institution Abstract:** J. Doe, M.A. Smith. American College of Toxicology, Reston, VA, USA

**Multiple-Institutions Abstract:** J. Doe\textsuperscript{1,2}, M.A. Smith\textsuperscript{1}, A. Lincoln\textsuperscript{2}. \textsuperscript{1}American College of Toxicology, Reston, VA, USA, \textsuperscript{2}Review Office, Reston, VA, USA

**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 and Reception on Monday, November 16. In addition, graduate student awardees will present their posters at a separate judging session on Sunday, November 15, 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 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 that international participants work with an advisor immediately to obtain a visa before acceptance. ACT Headquarters can supply additional documentation if requested. Abstracts for all North American Travel Grant applicants that are not accepted for this award will be automatically reviewed by the ACT Program Committee for the general poster session, unless the abstract 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 the poster under the designated poster number indicated in the Author Index of the *Program*.

- Posters should be set up between 2:00 pm and 6:30 pm on Sunday, November 15 (No entry after 6:00 pm).
- Presenters should be present at their poster during the Poster Session and Reception from 5:00 pm to 6:30 pm on Monday, November 16.
- Posters should be removed between 4:30 pm and 7:00 pm on Tuesday, November 17.
- All posters should remain up during the Exhibit Hall hours (Monday at 9:00 am–Tuesday at 4:30 pm).

Your presence, and/or that of a co-author, during the Poster Session and Reception event on Monday, November 16, is particularly important because this is when conference participants will plan to meet you and discuss your work. The exhibits will also be open during this time.

It is the responsibility of the poster presenter to set up and remove the 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 Poster Dismantle.

*Posters should represent only scientific material and should not contain any marketing of a company, service, or 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 the 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.