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American College of Toxicology Abstract Submission and Virtual Poster Instructions

Virtual 42nd Annual Meeting of the American College of Toxicology
November 10–19, 2021

Abstract Submission Instructions

All abstracts must be submitted online using the ACT Abstract Submission System before the deadline of June 1, 2021 (11:59 pm, 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 2021 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 will be eliminated from consideration. If the presenting author fails to display their poster at the ACT 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 19, 2021.

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, 2021.
9. Accepted abstracts will be published in *International Journal of Toxicology* (Jan./Feb. issue) and will be provided to registered attendees in an electronic format.
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. The information displayed on the poster should be limited to scientific data and should not contain marketing of any kind.
12. Priority of acceptance in 2021 will be given to original research. Previously published abstracts, virtually or otherwise, will not be published in *International Journal of Toxicology*.

For questions or further instructions, please email Jordan Ballance, Program Manager, at [ACT Headquarters](#) 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^{1,2}, M.A. Smith¹, A. Lincoln².¹ American College of Toxicology, Reston, VA, USA, ²Review Office, Reston, VA, USA

Travel Grant and Fellowship Poster Presenter(s) Note:

All North American Travel Grant, International Grant, and Fellowship poster presenter(s) are required to attend the Annual Meeting. Attendees can see your poster during the Poster Viewing on Monday, November 15. Attendance at the Poster Viewing is not required, but your poster must be on display. In addition, North American graduate student awardees will present their posters at a separate judging session, 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, the International Grant, or the North American Graduate Fellowship in the online Abstract System. ACT Headquarters can supply additional documentation if requested. All award recipients will be recognized at the Awards Ceremony.

Applicants may opt-in to be automatically reviewed by the Program Committee for the general poster session by indicating this on the online application form. All individuals who do not receive an award and do not opt-in to the general poster session will have their abstract withdrawn from the meeting. The deadline for grant and fellowship applications is May 1, 2021.

Virtual Poster Presentation

Attendees will be able to visit your virtual poster at any time of the day and review your uploaded PDF abstract and PDF poster image file (16:9 aspect ratio, a minimum of 2560x1440 will yield clear results). You will also have the option to upload a video file of yourself giving a 5-minute (maximum) oral presentation highlighting your research—a great way to connect with attendees visiting your poster virtually! There will also be an interactive chat feature for you to discuss and answer any questions about your poster from attendees. Access to the virtual platform for you to upload your materials will be provided to accepted poster presenters once it is available.

Please begin preparations for your digital poster file at your earliest convenience. Should you choose to utilize the video option, ACT suggests beginning to practice and record your 5-minute summary of your poster now. Acceptable file formats for embedded videos are: .mp4*, .mov*, .webm, and .hls. All virtual poster board materials should be uploaded into the ACT virtual platform by October 22, 2021.

Times* for the poster viewing session are indicated below and are on the ACT Annual Meeting website.

- Deadline for virtual poster board upload in virtual platform: Friday, October 22, 2021
- Poster Viewing: Monday, November 15, 3:30 pm–5:30 pm Eastern Standard Time (EST)

**Subject to change*

Your poster must be displayed virtually during the 42nd Annual Meeting. More information will be provided to accepted poster presenters. *This poster presentation format is subject to change.*

It is the responsibility of the poster presenter to set up the poster virtually.

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 a poster contains material violating the guidelines expressed.

All presenting authors are required to register for the [Annual Meeting](#). There are no exceptions.