



ACT
Educate | Lead | Serve

American College of Toxicology Abstract Submission and Requirements for Travel Grants and Fellowships

44th Annual Meeting of the American College of Toxicology

November 12–15, 2023

Rosen Shingle Creek Hotel, Orlando, Florida

Abstract Submission Instructions and Requirements

All travel grant and fellowship abstracts must be submitted online using the ACT Abstract Submission System before the **deadline of May 1** (11:59 pm, Eastern Time). Access to the abstract site can be reached through the ACT home page (www.actox.org) or the [Annual Meeting website](#). When you are on the Annual Meeting home page, select the Scientific Program menu option, and then select the Abstract Submission link. The “Submit an Abstract” button 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 Awards Committee reviewers and *International Journal of Toxicology*, the scientific journal of ACT, if accepted for publication. Incomplete abstracts will be eliminated from consideration. There will be no deadline extensions.

If the presenting author fails to display their poster at the ACT Annual Meeting, the abstract will not appear in *International Journal of Toxicology*. If the abstract was presented at another scientific meeting, submitted for publication in another journal (pending acceptance), has more than 30% overlap of another published work, or was previously submitted at a past ACT Annual Meeting, the abstract is considered encore and will not appear in the *International Journal of Toxicology* or be accepted for presentation.

If you qualify for both a travel grant and a fellowship, you may apply for both. The abstract should be the same for both applications. The Awards Committee will only select an individual for one award per application cycle (i.e., you may not be selected for both a travel grant and fellowship in the same year).

Notifications regarding travel grant and fellowship acceptance will be sent the first week of July to the email address listed in the online submission. Individuals awarded a travel grant or fellowship will be sent a Registration Form with their acceptance notification. Forms must be completed and returned by August 1.

If you are not selected for a travel grant or fellowship, you may participate in the general poster session. Your abstract will be reviewed by the Program Committee. If you agree to participate in the general poster session you must [register](#) for the Annual Meeting by August 1. All individuals who do not receive an award and do not opt-in to the general poster session will have their abstract submission withdrawn.

Guidelines for Online Submission

Priority of acceptance will be given to original research. Previously published abstracts, virtually or otherwise, will not be published in *International Journal of Toxicology*.

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.
9. Accepted abstracts will be published in *International Journal of Toxicology* (Jan./Feb. issue), which 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.

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. ¹American College of Toxicology, Reston, VA, USA, ²Review Office, Reston, VA, USA

Printed Poster Format Instructions

Poster material should be organized within an area that is four feet high by seven feet wide. The top of your poster board should contain the title, authors, and affiliations, with printed font size of at least 3/4 inches high. 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. The abstract and conclusions should be printed in a font size of about 1/4 inch high. Poster information should be legible from a distance of at least three to four 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.

Travel grant and fellowship recipients are highly encouraged to also use the ePoster option if it is available for the meeting. However, the ePoster is not required.

On-site Printed Poster Instructions

Your poster must be printed and displayed during the Annual Meeting. Times* for poster session setup and removal are indicated below and are listed on the ACT Annual Meeting website.

Display the poster under the designated poster number indicated in the Author Index. (*Poster numbers are provided in the Abstract Book posted on the Annual Meeting Materials page prior to the Annual Meeting and/or in the Mobile App.*)

- Invited graduate students should bring their poster to the Student Poster Judging Competition on Sunday, November 12, 5:00 pm to 6:30 pm.
- Posters should be put up in the Exhibit Hall between 2:00 pm and 6:30 pm on Sunday, November 12. (*No entry after 6:00 pm, unless you are participating in the Student Poster Judging Competition.*)
- The Poster Session is from 5:00 pm to 6:30 pm on Monday, November 13. (*Attendance is mandatory*)
- Posters should be removed between 4:30 pm and 6:30 pm on Tuesday, November 14.
- All posters should remain up during the Exhibit Hall hours, from Monday at 9:00 am to Tuesday at 4:30 pm.

(*Subject to change)

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. 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 these 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.

Information about the Student Poster Judging Competition

Invited North American and International Travel Grant graduate student recipients will present their posters at a separate judging session on Sunday, 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 for Best Student Poster.

The Awards Committee recommends that you practice a five-minute oral summary of your poster and research.

Bring your poster and arrive at least five to ten minutes before the competition. Individuals will present to the judging panel one at a time. Following your presentation, you will be asked questions about your research by the Awards Committee judges, which will be no more than five minutes (for a total of ten minutes per presenter).

Judges will weigh their assessment based on the following criteria: **Scientific Value** (ideas and quality of the research); **Oral Presentation** (conciseness and confidence); **Visual Presentation** (clear and readable with appropriate figures/tables); and **Response to Questions** (insightful and knowledgeable).

For questions or further instructions, please email Elisa Turner at [ACT Headquarters](#) or telephone 703.547.0875 ext.1650.