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# American College of Toxicology Abstract Submission and Poster Instructions

43rd Annual Meeting of the American College of Toxicology  
November 13–16, 2022  
Gaylord Rockies, Denver, Colorado

## **Abstract Submission Instructions**

All abstracts must be submitted online using the ACT Abstract Submission System before the deadline of June 1, 2022 (11:59 pm, Eastern Time). Access to the abstract site can be reached through the ACT home page ([www.actox.org](http://www.actox.org)) or the Annual Meeting website ([www.actox.org/am/am2022](http://www.actox.org/am/am2022)). 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” 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 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 18, 2022.

**All poster presenters are required to [register](#) for the full ACT Annual Meeting by August 1 (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.
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 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<sup>1,2</sup>, M.A. Smith<sup>1</sup>, A. Lincoln<sup>2</sup>.<sup>1</sup> American College of Toxicology, Reston, VA, USA, <sup>2</sup>Review Office, Reston, VA, USA

## **Travel Grant and Fellowship Poster Presenter(s) Note**

All North American Travel Grant, International Travel Grant, and Fellowship may submit their abstract online until the award application deadline of May 1. Accepted award poster presenter(s) should register for the meeting, prior to August 1, using the provided Registration Form included with their acceptance notification. Poster presenters are required to attend the Annual Meeting and attendees can see your poster during the Poster Session on Monday, November 14. Attendance at the Poster Session is required. In addition, North American and International Travel Grant graduate student awardees will present their posters at a separate judging session on Sunday, November 13, 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 Travel 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, 2022.

## **Poster Presentation Instructions**

Poster material should be organized within an area that is 4 feet high x a maximum of 7 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 on the ACT Annual Meeting website.

Display the poster under the designated poster number indicated in the Author Index (*poster numbers are provided by ACT Headquarters*).

- Posters should be set up between 2:00 pm and 6:30 pm on Sunday, November 13 (*No entry after 6:00 pm*).
- Poster Session from 5:00 pm to 6:30 pm on Monday, November 14 (*Attendance is mandatory*).
- Posters should be removed between 4:30 pm and 6:30 pm on Tuesday, November 15.
- All posters should remain up during the Exhibit Hall hours (Monday at 9:00 am–Tuesday at 4:30 pm).

*\*Subject to change*

**Your poster must be printed and displayed during the Annual Meeting. Attendance at the Poster Session on November 14 is required.** Your presence, and/or that of a coauthor, during the Poster Session 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. *This poster presentation format is 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. 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 presenting authors are required to register for the [Annual Meeting](#) by August 1, 2022. There are no exceptions.**