



American College of Toxicology Abstract Submission and Poster Instructions

45th Annual Meeting of the American College of Toxicology

November 17–20, 2024

JW Marriott, Austin, Texas

Abstract Submission Instructions and Requirements

All abstracts must be submitted online using the ACT Abstract Submission System before the deadline of June 1 (11:59 pm, Eastern Time). ACT Travel Grant and Fellowship applicants have an abstract submission deadline of May 1. There will be no deadline extensions.

Access to the abstract site can be reached through the ACT home page (www.actox.org) or the Annual Meeting website (www.actox.org/am/am2024). When you are on the Annual Meeting home page, select the Scientific Program menu option, 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 ACT 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If the presenting author fails to display their printed poster at the ACT Annual Meeting, the abstract will not be published in *International Journal of Toxicology*. Notifications regarding acceptance of the abstract submission will be sent to submitting authors the week of July 22, 2024.

All poster presenters must [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), 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 coauthor.
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*. See more information on encore abstracts below.

Encore Abstracts

If the abstract was presented at another scientific meeting, submitted for publication in another journal (including

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 an encore and **will not** appear in *International Journal of Toxicology* or be accepted for presentation.

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, ² Review Office, Reston, VA, USA

On-Site Poster Presentation Instructions

Printed poster material should be organized within an area four feet (4 ft) high by seven feet (7 ft) wide. The top of the poster board should contain the titles, authors, and affiliations, with a 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 should be printed in a font size of about 1/4 inch high. Poster information should be legible from at least three to four feet away. 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 17. (*No entry after 6:00 pm*)
- The Poster Session is from 5:00 pm to 6:30 pm on Monday, November 18. (*Attendance is mandatory*)
- Posters should be removed between 4:30 pm and 6:30 pm on Tuesday, November 19.
- 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*

Your poster must be printed and displayed during the Annual Meeting. Attendance at the Poster Session on November 18 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.*

All presenting authors are required to register for the [Annual Meeting](#) by August 1. There are no exceptions.

It is the poster presenter's responsibility to set up and remove the poster. Failure to remove the poster could result in damage to or loss of the unclaimed poster. 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.

Questions? Please email Jordan Ehler, Senior Program Manager, at [ACT Headquarters](#) or telephone 703.547.0875 ext.1425.

Travel Grant and Fellowship Poster Presenter(s)

The application deadline is May 1. Please reference the [Award Poster Guidelines](#) for more information.



ACT | American College
of Toxicology

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