15th INTERNATIONAL THYROID CONGRESS (ITC) ABSTRACT SUBMISSION INFORMATION

1. **DEADLINE:** The deadline for electronic submissions is **Wednesday, June 17, 2015 at 11:59 pm ET**.
2. **REGISTRATION DEADLINE:** The presenter must register for the 15th International Thyroid Congress by August 15, 2015. Your abstract will not be published if you have not registered.
3. **PAYMENT:** The fee to submit an abstract is $35.00 and is non-refundable. We accept credit cards only (Visa, MasterCard and American Express). To print a payment receipt, click the **View Submissions** link on the left menu bar. Click the **View Proof** button next to the title of your abstract. Your payment information is printed at the top of the proof and the proof will serve as your payment receipt. The receipt can be printed out, or, if you have a PDF printer configured on your computer, you can print this proof to your PDF printer to obtain an electronic version.
4. **ABSTRACT LIMIT:** There are no restrictions on the number of submissions you may submit or on the number of submissions you may present. The submission fee for each abstract is a non-refundable $35.00.
5. **CHARACTER LIMIT:** There is a limit of 2,245 characters (approx. 300 words) for the text of your submission. The character count includes spaces. You will be advised of your character count usage throughout the submission process as you save and move to the next step.
6. **TITLE AND BODY:** The title should be entered in mixed case. Do not put your title in quotation marks. Do NOT use formatting tags in the title (such as bold , italics , etc).
7. **BODY:** You may copy and paste your submission body into the appropriate sections. There are five different sections for each abstract or case report 1. Title 2. Introduction 3. Methods / Case Presentation 4. Results / Discussion and 5. Conclusion
8. **SPECIAL CHARACTERS and FORMATTING:** If you copy and paste the title and/or body of your submission from your word processor, special characters should transfer, but formatting will not transfer. You can insert special characters and/or formatting tags using the **Special Characters Palette**. To access the palette, click on the "Special Characters" button located on the Title/Body page.
9. **DISCLOSURES:** The presenter will be asked to complete Disclosure of Relevant Financial Relationships to finalize your submission.
10. **PRESENTATION TYPE AND CATEGORY:** You will be asked to select the preferred presentation type (clinical, basic, translational, or case report) for your submission and the preferred sub-presentation type (oral, short oral or poster). In addition, select the appropriate category using the drop-down menus provided.
11. **INSTITUTIONS/AFFILIATIONS: You will be asked to enter all the institutional affiliations for your authors prior to adding the authors.** You do not need to enter institutions in a particular order to be able to designate author affiliations. After entering all affiliations, you will proceed

to the next step of adding authors and then associating them with the already entered affiliations.

12. **AUTHORS:** Please enter all authors in the order they should appear in the heading of the abstract. If you (the Contact Author) are not the Presenter on a submission, you will need to provide contact information on the Presenter including the email. Session details will be emailed to the presenter.

13. **KEYWORDS:** Up to 5 keywords may be selected. You are required to select at least 3 keywords.

14. **TABLES AND IMAGES:** You may add 1 table **or** 1 image to your submission. These will appear at the end of your abstract, both on the proof and for publication. Neither tables nor images can be placed within the text of the submission.

15. **ABSTRACT PROOF:** Carefully check the proof of your abstract. Make sure all special characters and formatting are displaying properly in your proof. If you find errors, return to the appropriate page by clicking on the page name in the left-hand menu to make your corrections.

16. **COMPLETING YOUR SUBMISSION:** If you have not completed all required sections and details, you will not be able to submit. When all required information is entered, the "Submit" button will appear at the bottom of the "Proof and Submit" page. You can unsubmit and resubmit your abstract to make corrections up until **Wednesday, June 17, 2015 at 11:59 pm ET**. Make sure to use the same abstract control ID in order to avoid being charged another submission fee.

17. **NOTIFICATIONS:** Notifications will be emailed by **August 1, 2015**. If you do not receive your notification by then, please contact the Abstract Administrator, Sharleene Cano, at scano@thyroid.org. You must register by August 15, 2015 to have a published oral or poster abstract.

18. **SUBMISSION OR MEETING QUESTIONS:** If you have questions regarding the submission criteria or questions about the 15th International Thyroid Congress, please contact the Abstract Administrator, Sharleene Cano,at scano@thyroid.org or visit the ATA website www.thyroid.org.

19. **TECHNICAL SUPPORT:** If you have any difficulty with the submission process, Technical Support is available M-F from 3:00 am to 8:30 pm ET. Technical Support can also be reached from anywhere on the site by clicking on the "Get Help Now" button located in the upper right-hand corner of each page.