

ABSTRACT SUBMISSION & PRESENTATION GUIDE



The Fairmont Empress & Victoria Conference Centre

87<sup>th</sup> Annual Meeting of the  
American Thyroid Association



OCTOBER 18 - 22, 2017  
Victoria, British Columbia, Canada  
<https://ataannual2017.abstractcentral.com>



AMERICAN  
THYROID  
ASSOCIATION  
FOUNDED 1923

Dedicated to scientific inquiry, clinical excellence, public service, education and collaboration



## Invitation to Present

Join Us for the 87<sup>th</sup> Annual Meeting of the American Thyroid Association (ATA) taking place October 18-22, 2017 at the Fairmont Empress & Victoria Conference Centre. The ATA is the leading organization focused on thyroid biology and the prevention and treatment of thyroid disorders through excellence and innovation in research, clinical care, education, and public health.

The ATA meeting offers the perfect setting for your research to get noticed by other experts in the thyroid field. Hundreds of thyroidologists and healthcare professionals from around the world will be in attendance.

## Meeting Info

Join Us

October 18-22, 2017

for the 87<sup>th</sup> Annual Meeting of the American Thyroid Association  
being held at the Fairmont Empress and Victoria Conference Centre.

At the 87<sup>th</sup> Annual Meeting of the ATA attendees will experience top-notch educational sessions, great networking opportunities and unmatched collegiality.

## Regular Call v. Short Call

The ATA requests submission of abstracts for consideration at ATA scientific meetings to feature new data presented as posters or oral presentations. The ATA goal is to provide the audience and the media with new data that are unpublished (in print or electronic) which are being publicly presented for the first time. We invite you to submit your new research for oral or poster presentation during the Regular Call abstract submission period.

Short Call Abstracts are reserved for the presentation of the very latest, important thyroid-related research with high impact. Submission of a Short Call Abstract does not guarantee acceptance for presentation. **(Please note that Case Reports are ineligible for consideration as Short Call Abstracts.)**

## Deadlines

### Regular Call Abstract Submission:

Site Opens – Wednesday, March 29, 2017

Site Closes – Wednesday, June 7, 2017

### Short Call Abstract Submission:

Site Opens – Wednesday, August 9, 2017

Site Closes – Wednesday, August 23, 2017



Submit your abstracts at  
annual2017.abstractcentral.com



## Presentation Types

We invite you to submit your new research for oral or poster presentation during the **Regular Call Abstract** submission period.

**Short Call Abstracts** are reserved for the presentation of the very latest, important thyroid-related research with high impact. Submission of a Short Call Abstract does not guarantee acceptance for presentation. (Please note that Case Reports are ineligible for consideration as Short Call Abstracts.)

### Abstracts may be selected as a:

- (1) **Poster Presentation**
- (2) **Oral Abstract Presentation**

Highly scored abstracts will be accepted for oral presentations. Only 34 abstracts will be invited for Oral Presentations and 8 will be invited for Short Call Oral Presentations. All other abstracts will be considered/accepted for poster presentation. Once notifications are released, all submitters will be required to respond regarding acceptance of presentation by the Acceptance or Withdraw deadline noted below.

### DEADLINE TO ACCEPTANCE OR WITHDRAW

**Regular Call** Wednesday, July 24, 2017

**Short Call** Monday, September 8, 2017

## Categories

Clinical, basic, translational abstracts or case reports may be submitted in the following categories:

- Autoimmunity
- Disorders of Thyroid Function
- Iodine Uptake and Metabolism
- Thyroid and Development
- Thyroid Cancer
- Thyroid Hormone Action
- Thyroid Hormone Metabolism and Regulation
- Thyroid Imaging
- Thyroid Nodules and Goiter

## ATA Abstract Submission and Eligibility

- The abstract must be submitted electronically through the 2017 ATA Abstract Submission site.
- Authorship on multiple abstracts is permitted.
- Abstracts may be submitted by non-members.
- Scientific materials presented at the ATA Annual Meeting must not have been published or presented at a National or International scientific meeting.
- Case Reports are ineligible for consideration as Short Call Abstracts

## Meeting Registration

Presenters of accepted abstracts are required to register for the Annual Meeting by August 1, 2017 (Regular Call) or August 31, 2017 (Short Call). Designated poster presenters must be present during the assigned poster sessions.

## Abstract Submission Policy

The ATA requests submission of abstracts for consideration at ATA scientific meetings to feature new data presented as posters or oral presentations. The ATA goal is to provide the audience and the media with new data that are unpublished (in print or electronic) which are being publicly presented for the first time. Authors are asked to strictly comply with this requirement; data that are to become available to the public in the setting of a national or international meeting before their presentation at the ATA meeting are not eligible for presentation at the ATA meeting. Data may be submitted for publication before or after abstract submission to the ATA. However, data accepted for publication prior to the ATA meeting would REQUIRE the authors to request the publisher to embargo their publication (electronic and print) until 8:00 am local time the first day of the ATA meeting, or would REQUIRE the authors to withdraw their abstract from the ATA meeting. Many editors are favorable to embargo requests because of the attention that may be drawn to the publication after original presentation of the data at a major meeting. Further, the authors are welcome to announce the date and place of their anticipated publication if known. Authors that do not comply with this policy may be restricted from future abstract submissions for a term to be determined by the ATA Executive Committee. Arbitration, if needed, will occur via the ATA Board of Directors.





## Revisions

- **No edits or additions will be made to the abstract or authors after June 7, 2017. No exceptions.**
- It is extremely important that all of the authors review a copy of the abstract PRIOR to submission and the abstract submission deadline.
- Abstracts and authors cannot be revised after the abstract submission deadline June 7, 2017.

## Submission Fee

The fee to submit an abstract is \$40.00 and is non-refundable. We accept credit cards only (Visa, MasterCard and American Express).

## Submission Guidelines

### TITLE

- Do not put your title in quotation marks or periods.
- Do not use formatting tags in the title e.g. bold <b></b>, italics <i></i>, etc).
- Authors' names and affiliations should not appear in the title

### BODY

- There is a limit of 2,245 characters including spaces (approx. 350 words) for the text of your submission.
- The abstract body should be entered in mixed case. Do not use all capital letters.
- Abstracts should state objectives, methods and results and conclusions of the study.
- Case reports should include introduction, case report and discussion.
- Tables and Figures should not be submitted online. However they can be included in the oral or poster presentations.

- You will be required to enter all of the co-authors and affiliations/institutions. Please ensure you have each co-author's contact address, phone number, and email at hand.
- Be sure to indicate the Presenter. Session details will be emailed to the presenter.
- Enter all authors in the order they should appear

### DISCLOSURE

- The abstract submitter will be asked to complete Disclosure of Relevant Financial Relationships on behalf of the abstract presenter to finalize your submission.

### REVIEW PROCESS

- Abstracts are reviewed and scored by members of the Program Committee.
- Only 34 regular call abstracts and 8 short call abstracts will be selected for 15 minute oral presentations.
- The remaining accepted abstracts will be scheduled for poster presentation.
- Data and information submitted in abstracts reviewed by the ATA Program Committee is kept strictly confidential until the time of publication or presentation. Confidentiality is relevant in terms of patent application and what constitutes public disclosure of intellectual property. Reviewers must confirm electronically or in writing (email, etc.) that this information will be kept confidential until the time of publication or presentation by the authors.

## Notifications

- The abstract notifications will be sent to the submitting author and presenting author by July 12 for Regular Call and September 5 for Short Call.
- The notification email will include the date and time of your poster or oral presentation.
- The presenting author will be responsible for confirming their presentation or withdrawing the abstract through the 2017 ATA Abstract Submission site by July 24, 2017 for Regular Call or September 8, 2017 for Short Call.

Submit your abstracts at  
[annual2017.abstractcentral.com](http://annual2017.abstractcentral.com)



## Abstract Authors Embargo Policy

Data may be submitted for publication before or after abstract submission to the ATA. However, data accepted for publication prior to the ATA meeting would REQUIRE the authors to request the publisher to embargo their publication (electronic and print) until 8:00 am local time the first day of the ATA meeting, or would REQUIRE the authors to withdraw their abstract from the ATA meeting. Many editors are favorable to embargo requests because of the attention that may be drawn to the publication after original presentation of the data at a major meeting.

## Media Embargo Policy

The media, companies and institutions issuing press releases, and others are required to abide by the embargo policies governing the ATA's annual meeting. The abstracts selected for presentation at the 87<sup>th</sup> Annual Meeting will be available online before October 16, 2017, published in a special online issue of Thyroid, by Mary Ann Liebert, Inc., publishers. The information contained in the abstracts is embargoed until the abstracts are available online. Coverage of information that goes beyond the scope of the abstract (e.g., additional analysis, commentary, or updated information from those individuals and companies involved in the study) is embargoed according to the following criteria:

- For oral presentations: the embargo deadline is the start time of the session in which the presentation is being made.

- For poster presentations: the embargo lifts when the poster session in which the poster is presented opens for viewing in the morning (i.e., when the poster hall opens that day).

## Publication

All accepted abstracts will be published electronically as a supplement to Thyroid. They will also be published in the Annual Meeting Program Book.

## Withdrawal

Regular Call abstracts can be withdrawn through July 3, 2017. Please email the abstract control ID and title to [abstracts@thyroid.org](mailto:abstracts@thyroid.org).

## Letter of Invitation Requests

Abstract presenters may request a letter of invitation from the ATA to assist you for travel purposes when registering for the 87<sup>th</sup> Annual Meeting of the ATA. Please email [meetings@thyroid.org](mailto:meetings@thyroid.org) with your full contact information (full name, degree, company, mailing address, email address, telephone number) to submit your request.

You are strongly urged to apply for a visa as early as possible, preferably at least 60 days before the start of the 87<sup>th</sup> Annual Meeting of the American Thyroid Association.

Submit your abstracts at  
[annual2017.abstractcentral.com](http://annual2017.abstractcentral.com)



## Poster Presentations

### • POSTER SESSION AGREEMENT

Each poster presentation is assigned a day for presentation in the acceptance e-mail. By submitting your abstract for review, you or a co-author have agreed to be present at your poster during every designated poster session assigned by the Program Committee. Your presence at your poster to discuss your work with attendees is essential for the scientific integrity of the meeting. To give registrants the maximum possible time for viewing, your poster must be mounted during the exhibit hall hours on the day of your poster display.

### • POSTER PRESENTATION GUIDELINES

Roll poster materials in a large mailing tube or use a portfolio case to transport to the meeting. Ensure your carrying case is labeled on the outside with your name, Final ID number, program number and the name of the meeting. Do not leave carriers, tubes or mailers on the exhibit floor! The ATA will supply push pins or Velcro for mounting posters to the boards. You are encouraged to bring your own as well. Posters and materials should be removed after the conclusion of the afternoon poster session each day. The ATA accepts NO responsibility for the removal/storage of posters. Posters not removed by the end of each day will be discarded.

### • POSTER SUGGESTIONS

At the top of your poster include your abstract's title and list of authors. Viewers must be able to read your text and illustrations from distances of at least 3–5 feet. Make the letters on your title sign at least 1" high. Use letters at least ½" high for all the rest of your poster materials; do not use solid capital letters. List any references fully on posters to allow viewers to research references easily if desired (e.g., Cooper DS, et al. *Thyroid* 2009; 19:1167-214.).

Include a short "Introduction" and a "Summary of Conclusions." Keep tables, graphs, and illustrations simple. Make letters and lines heavier than you would for slides. Use color sparingly to add emphasis. Use matte rather than glossy photographs, to prevent glare. Include brief figure legends. Post an enlarged copy of your abstract for use by visitors who study your poster when you are not there. Photocopy small versions of your data on a single sheet to hand out.

### • POSTER BOARD SIZE AND MEASUREMENTS

The poster board is a 4' x 8' horizontal format (approximately 3'6"-3'9" high x 7'5"-7'9" wide, not counting the frame). Prepare your poster materials before you come to the meeting.

## Poster Presentation Times and Display Location

Set up your poster beginning at 8:30 AM in the Victoria Conference Centre Crystal Garden on your assigned day and remove your poster on the same day following the last Poster Review Break. The exhibit hall is open 9:30 AM -12:00 PM and 1:00 PM - 4:30 PM Thursday and Friday; and from 9:30 AM - 1:00 PM on Saturday. **The ATA is NOT responsible for your posters. Posters not removed at the close of the exhibit hall each day will be discarded.**

POSTER SESSION REVIEW SCHEDULE <i>(Times subject to change.)</i>	Thursday October 19	Friday October 20	Saturday October 21
Poster Review Required Times (Poster presenters must be stationed at their posters during these times.)	9:50–10:45 AM and 3:05–4:00 PM	9:50–10:45 AM and 3:05–4:00 PM	9:50–10:45 AM
Lunch/Review on Own Times	Exhibit Hall Closed	Exhibit Hall Closed	12:00–1:00 PM 1:30 PM (Hall closes & breakdowns –all posters must be removed)



Submit your abstracts at  
[annual2017.abstractcentral.com](http://annual2017.abstractcentral.com)



## Oral Presentations

### REQUIRED ABSTRACT PRESENTER AND FACULTY DOCUMENTS

ATA works with an Accreditation Council for Continuing Medical Education (ACCME) accredited provider to offer Continuing Medical Education (CME) credits at educational activities. Because oral presentations become part of the scientific CME-accredited program, each oral abstract presenter is required to complete the necessary documentation required from all meeting faculty. Disclosure forms, learning objectives, audience response questions, presentation reviews or other measures will be requested in advance of the meeting to satisfy our accreditation requirements.

### ORAL PRESENTATION

You have 12 minutes to present your study, followed by a 1-2 minute discussion. The audience includes clinicians in private practice, as well as clinical and basic science investigators. In your introduction, summarize recent findings relevant to the work that you are presenting. Format your slides to allow viewers to read them from the back of the room.

Ensure you include an introductory slide with the title of your presentation, a disclosure slide listing any conflicts of interest, and list references fully on slides (e.g., Smith B., et al. Thyroid 2013, 38:122). Review the ATA document, Guidelines for presenting at ATA Meetings, in detail for additional presenter instructions and slide requirements available on the 87<sup>th</sup> Annual Meeting of the ATA website.

### ORAL ABSTRACT PRESENTATION SCHEDULE

Each oral abstract is designated a time and day for presentation and will be announced in the abstract notification e-mail. The abstract session and presentation schedule cannot be changed. Please give your PowerPoint presentation to the audio visual technician at least 30-60 minutes before your session begins.

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### AMERICAN THYROID ASSOCIATION

6066 Leesburg Pike, Suite 550  
Falls Church, VA 22041 USA  
**Telephone:** 703-998-8890  
**Fax:** 703-998-8893



# Meeting at a Glance

Updated dates and location  
Updated MAAG

TIME	WEDNESDAY, OCTOBER 18	THURSDAY, OCTOBER 19	FRIDAY OCTOBER 20	SATURDAY, OCTOBER 21	SUNDAY, OCTOBER 22
6:00	Registration Opens 6:30 AM - 8:30 PM	Registration Open 7:30 AM - 5:00 PM	<i>Satellite Symposia Opportunity</i> 6:00 AM - 7:30 AM	<i>Satellite Symposia Opportunity</i> 6:00 AM - 7:30 AM	<i>Satellite Symposia Opportunity</i> 6:00 AM - 7:30 AM
7:00	Endocrine Neck Advanced Ultrasound Course 7:00 AM - 5:15 PM (Separate registration required)		Registration Open 7:30 AM - 5:00 PM	Registration Open 7:30 AM - 5:00 PM	Registration Open 7:45 AM - 11:15 AM
8:00		Opening Morning Announcements 8:00 - 8:05 AM	Morning Announcements 8:00 - 8:05 AM	Morning Announcements 8:00 - 8:05 AM	Morning Announcements 8:00 - 8:05 AM
9:00	Exhibitor Move In 8:00 AM - 6:00 PM	Van Meter Lecture 8:05 AM - 8:50 AM	Plenary Lecture 8:05 AM - 8:50 AM	Plenary Lecture 8:05 AM - 8:50 AM	Symposium 8:05 AM-9:20 AM
10:00		Highlighted Oral Abstracts (4 total) 8:50 AM - 9:50 AM	Oral Abstracts (4 Clinical/4 Basic) 8:50 AM - 9:50 AM	Short Call Oral Abstracts (4 Clinical/4 Basic) 8:50 AM - 9:50 AM	Thyroid Cancer Tumor Board 9:20 AM - 11:00 AM
11:00	Ridgway Trainees' Conference Clinical Pre-Day Program 8:00 AM - 4:00 PM (Separate registration required)	Exhibit Hall Open 9:30 AM-12:00 PM; 1:00 PM-4:30 PM	Exhibit Hall Open 9:30 AM-12:00 PM; 1:00 PM-4:30 PM	Exhibit Hall Open 9:30 AM-12:00 PM; 1:00 PM-4:30 PM	87 <sup>th</sup> ANNUAL MEETING CONCLUDES 11:00 AM
		Poster Review and Break 9:50 AM - 10:45 AM	Poster Review and Break 9:50 AM - 10:45 AM	Poster Review and Break 9:50 AM - 10:45 AM	
12:00	ATA Board of Directors Meeting 8:30 AM - 1:30 PM	Symposia (Clinical/ Basic) 10:45 AM - 12:00 PM	Symposia (Clinical/ Basic) 10:45 AM - 12:00 PM	Symposia (Clinical/ Basic) 10:45 AM - 12:00 PM	
1:00	Ridgway Trainees' Conference Basic Pre-Day Program 12:00 PM - 4:00 PM (Separate registration required)	ATA Expo Theater Exhibit Hall Closed (Lunch on Your Own) 12:00 PM - 1:00 PM	ATA Expo Theater Exhibit Hall Closed (Lunch on Your Own) 12:00 PM - 1:00 PM	ATA Expo Theater/ Poster Review in the Exhibit Hall 12:00 PM - 1:00 PM Exhibit Hall Closes at 1:30 PM	Agenda subject to change.  <a href="http://www.thyroid.org">www.thyroid.org</a>
		Lewis E. Braverman Award Lecture 1:00 PM - 1:45 PM	Paul Starr Award Lecture 1:00 PM - 1:45 PM	Sidney H. Ingbar Award Lecture 1:00 PM - 1:45 PM	
2:00	ATA Committee and Task Force Meetings 2:45 PM - 4:15 PM	Oral Abstracts (5 Clinical/5 Basic) 1:50 PM - 3:05 PM	Symposia (Clinical/ Basic) 1:50 PM - 3:05 PM	Symposia (Arthur Bauman Clinical/Basic) 1:50 PM - 3:05 PM	 <b>AMERICAN THYROID ASSOCIATION</b> <small>FOUNDED 1923</small>
3:00		Poster Review and Break 3:05 PM - 4:00 PM	Poster Review and Break 3:05 PM - 4:00 PM	Break 3:05 PM - 3:20 PM	
4:00	WIT Meeting (ticket required) 4:15 PM - 5:00 PM	ATA Research Grant Recipients 4:00 PM - 4:45 PM	Clark Sawin Historical Vignette 4:00 PM - 4:45 PM	Oral Abstracts (6 Clinical/6 Basic) 3:20 PM - 4:50 PM	
5:00	Welcome Remarks and Opening Session 5:30 PM - 7:30 PM	Discussion-Debates/MTP Workshops (6) 4:50 PM - 5:45 PM	Discussion-Debates/ MTP Workshops (6) 4:50 PM - 5:45 PM	Discussion-Debates/MTP Workshops (6) 4:55 PM - 5:50 PM	
6:00			NETWORKING ON YOUR OWN/ Satellite Symposia Opportunity (6:00 - 7:00 PM)	NETWORKING ON YOUR OWN/ Satellite Symposia Opportunity (6:00 PM or later)	
7:00	Welcome Reception in the Exhibit Hall 7:30 PM - 9:00 PM	ATA Annual Business Meeting 5:50 PM - 7:00 PM	ATA Annual Banquet/ Gala at the Royal BC Museum (ticket required) 7:30 PM - 11:00 PM		<b>American Thyroid Association</b>  6066 Leesburg Pike, Suite 550 Falls Church, VA 22041  Phone: 703-998-8890  Fax: 703-998-8893  E-mail: <a href="mailto:thyroid@thyroid.org">thyroid@thyroid.org</a>
		NETWORKING ON YOUR OWN/ Satellite Symposia Opportunity (7:00 PM or later)			

