
ATA[®] ABSTRACT PRESENTATION GUIDE

We invite you to join us for the 89th Annual Meeting of the American Thyroid Association[®] (ATA[®]) taking place October 30 – November 3, 2019 at the Sheraton Grand Chicago in Chicago, Illinois. 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. At the 89th Annual Meeting of the ATA attendees will experience top-notch educational sessions, great networking opportunities and unmatched collegiality.

We ask that you review this abstract presentation guide and make note of the important dates listed below. For any additional questions not answered in this guide please visit the 2019 Abstract Submission Site - <https://thyroidabstracts2019.abstractcentral.com> , www.thyroid.org or contact the ATA Abstracts Admin Office (abstracts@thyroid.org or 703-998-8890). Inquiries related to the 89th Annual Meeting Registration and Housing should be directed to meetings@thyroid.org.

We look forward to your attendance and participation at the 89th Annual Meeting of the ATA!

IMPORTANT 2019 DATES

April 10 – Regular Call Abstract Submission Site Opens (RC)
April 10 – Trainee Grant Application Opens
June 19 – Regular Call Abstract Submission Site Closes (RC)
June 21 – Trainee Grant Application Deadline
August 2 – Accept Presentation Invitation or Withdraw for Regular Call (RC)
August 14 – Short Call Abstract Site Opens (SC)
September 1 – Abstract Final ID and Poster Numbers Sent (RC)
August 15 – Meeting Registration Deadline for Regular Call Presenters (RC)
August 28 – Short Call Abstract Submission Deadline
September 11 – Short Call Notification
September 15 - Meeting Registration Deadline for SC Presenters (SC)
September 15 – Short Call Accept Invitation or Withdraw (SC)
October 1 – Abstract Final ID and Poster Numbers Sent (SC)
October 15 – Abstract Published Electronically in **Thyroid[®]** (RC + SC)

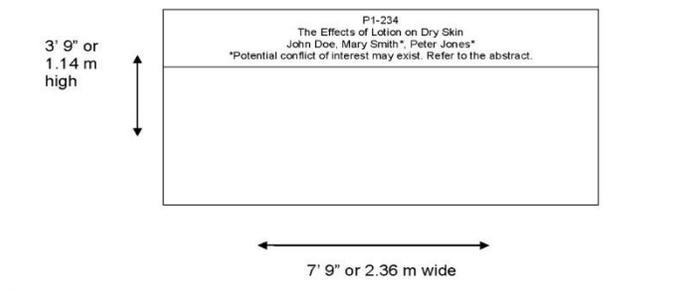
POSTER PRESENTATIONS

If you have been invited to give a poster presentation. Please prepare your poster materials and presentation using the information below before you come to the meeting.

POSTER BOARD SIZE AND MEASUREMENTS

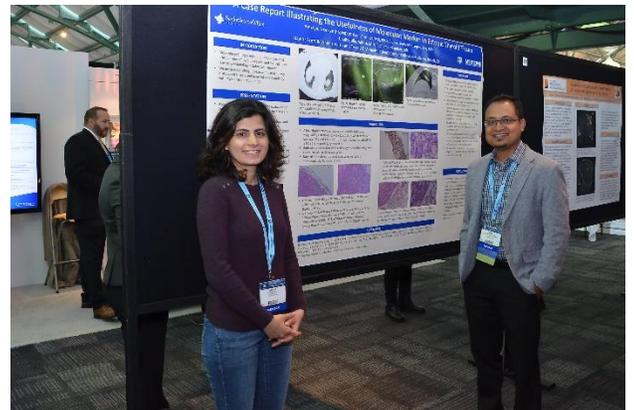
The poster board is a 4 feet x 8 feet (121.92 cm x 243.84 cm) **horizontal format** (approximately 3'6"-3'9" high x 7'5"-7'9" wide, not counting the frame).

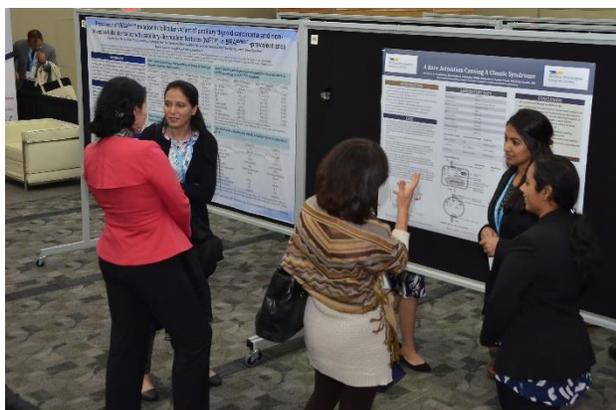
Note: **feet** = ft. = ' and **centimeters** = cm. = "



RECOMMENDATIONS FOR POSTERS

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.).

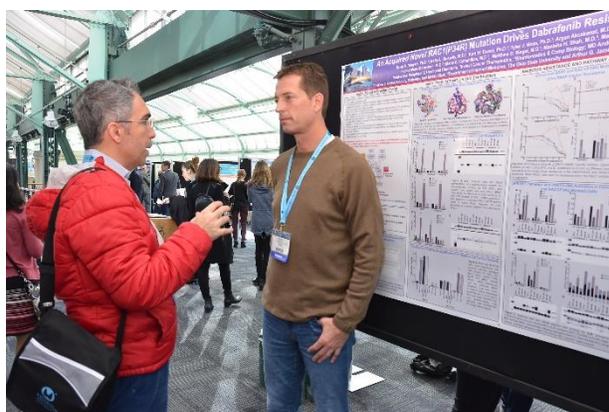




Include a short “Introduction” and a “Summary of Conclusions.” Keep tables, graphs, and illustrations simple. Make letters and lines heavier than you would for slides. Use color sparingly to add emphasis. Use matte rather than glossy photographs to prevent glare. Include brief figure legends. While not required, we encourage you to post an enlarged copy of your abstract for use by visitors who study your poster when you are not there and photocopy small versions of your data on a single sheet to hand out. The ATA does not provide photocopying services.

ONSITE POSTER PRESENTATION AGREEMENT

Each poster presentation is assigned a day for presentation noted in the abstract acceptance e-mail. Please pay special attention to your assigned day when you receive your acceptance email and plan your travel accordingly. By submitting your abstract for review and accepting the invitation to present, you and/or a co-author have agreed to be present at your poster during the REQUIRED poster sessions on your assigned day. 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. The required and optional poster presentation sessions are listed below by day.



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 welcome to bring your own mounting materials as well. Posters and materials should be removed after the conclusion of the afternoon poster session each day. Posters not removed will be discarded.

REQUIRED AND OPTIONAL POSTER PRESENTATION TIMES BY DAY

Poster presenters can setup their posters beginning at 8:30 AM in the **Sheraton Grand Chicago Ballroom I-V** on your assigned day and remove your poster on the same day following the last Poster Review Session. The exhibit hall is open to all from 10:00 AM - 4:30 PM Thursday and Friday; and from 10:00 AM - 1:30 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 to prepare for the next day of presentations. You will be provided a poster number (Final ID) ahead of the meeting dates and your specific location and map will be provided onsite at the meeting.

THURSDAY, OCTOBER 31	FRIDAY, NOVEMBER 1	SATURDAY, NOVEMBER 2
Hang Poster 8:30 AM - 4:30 PM	Hang Poster 8:30 AM - 4:30 PM	Hang Poster 8:30 AM - 1:30 PM
REQUIRED Poster Presentation & Review Session 10:05 AM - 11:00 AM	REQUIRED Poster Presentation & Review Session 10:05 AM - 11:00 AM	REQUIRED Poster Review and Break 10:05 AM – 11:00 AM
REQUIRED Poster Presentation & Review Session 12:15 PM - 1:30 PM	REQUIRED Poster Presentation & Review Session 12:15 PM - 1:30 PM	REQUIRED Poster Review 11:45 AM - 1:00 PM <i>Exhibit Hall Closes at 1:30 PM</i>
OPTIONAL Poster Presentation & Review Session 3:50 PM-4:15 PM	OPTIONAL Poster Presentation & Review Session 3:35 PM-4:00 PM	

ORAL PRESENTATIONS

ORAL PRESENTATIONS

Our new revised policy for oral abstracts encourages more audience interaction: each oral abstract speaker gets 8 minutes of presentation time plus 7 minutes for questions and discussion.

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 conflict 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 89th Annual Meeting of the ATA website. Contact meetings@thyroid.org for questions.



REQUIRED ORAL 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. Please contact meetings@thyroid.org for questions.

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 bring a copy of your presentation onsite on a USB memory stick/driver. Plan to give your PowerPoint presentation to the audio visual technician at least 30-60 minutes before your session begins.

IMPORTANT INFORMATION

Notifications and Invitations

- The abstract notifications will be sent to the submitting author and presenting author by July 22nd for Regular Call and September 11th for Short Call.
- Accept or Decline the invitation electronically by August 2nd or September 15th for Regular and Short Call respectively by signing into – the Abstract Submission Site <https://thyroidabstracts2019.abstractcentral.com/>
- The notification email will include the date and time of your poster or oral presentation.
- The author designated as the presenter during the submission process will be responsible for confirming their presentation or withdrawing the abstract through the 2019 ATA Abstract Submission site by August 15, 2019 (Regular Call) or September 15, 2019 (Short Call).

Presentation Types - Oral Presentations vs. Poster Presentations

The Program Committee will carefully select abstracts to be presented as **Posters** or **Orals**. Only 37 high scoring regular call abstracts will be invited for **Oral** Presentations and 10 abstracts will be invited for **Short Call Oral** Presentations. All other abstracts will be considered/accepted for **Poster** presentation. Requests to change presentation type will not be considered.

Revisions

- No edits or additions will be made to the abstract or authors after June 19, 2019 (Regular Call) or August 28, 2019 (Short Call). 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.

Withdrawal

Regular Call abstracts can be withdrawn through **August 2, 2019** and Short Call through **September 15, 2019**. Please click decline on the abstract presentation invitation email and send a separate email with the abstract control ID and title to abstracts@thyroid.org.

Meeting Registration

Presenters of accepted abstracts are required to register for the Annual Meeting by August 15, 2019 (Regular Call) or September 15, 2019 (Short Call). Designated poster presenters must register for the meeting and be present during the assigned poster sessions. You can register on the 2019 Annual Meeting website - <https://www.thyroid.org/89th-annual-meeting-ata/>. Inquiries related to the meeting registration and housing should be directed to meetings@thyroid.org.

Be sure to join the ATA and save on meeting registration. Apply here – <https://members.thyroid.org/join>

Financial/ Travel Support

The ATA is a resource limited association. All meeting speakers/chairs/moderators/introducers are expected to cover their own costs to attend the meeting including the registration fee, hotel and travel costs.

ATA member trainees (Associate Members) who are authors/presenters may apply for the ATA Trainee Grant Program by June 21, 2019. The trainee grant provides complimentary shared hotel accommodations and

discounted meeting registration rates. More information is available on the ATA Trainees' Corner (<https://www.thyroid.org/professionals/trainees-corner/>). Click on Award and Grant Opportunities.

Letter of Invitation Requests

Formal letters of invitation will be sent to those who requested a letter during the submission process by July 31st. Abstract presenters or coauthors may request a letter of invitation from the ATA to assist you for travel purposes when registering for the 89th Annual Meeting of the ATA. Please email 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 89th Annual Meeting of the American Thyroid Association.

Publication of Abstracts

All accepted abstracts will be published electronically as a supplement to *Thyroid*[®] - <https://www.liebertpub.com/loi/thy> by October 15th. They will also be published in the Annual Meeting Mobile App.

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 89th Annual Meeting of the ATA will be available online before October 15, 2019, published in a special online issue of *Thyroid*, by Mary Ann Liebert, Inc., publishers - <https://www.liebertpub.com/loi/thy>. 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).

QUESTIONS?

- meetings@thyroid.org for registration & housing, invitation letters for visas, accreditation etc.
- abstracts@thyroid.org for abstract submissions and presentations
- atamembership@thyroid.org for ATA membership

- trainees@thyroid.org for trainee and career advancement programs and grants
- thyroid@thyroid.org for all other general inquiries