Abstract Submission Guidelines and Frequently Asked Questions

Submission Deadline
Abstract submissions close **Monday, October 31, at 11:59 pm ET.**

Abstract Submission Overview
Submit abstracts for consideration using the online submission program, which allows you to save and edit your work during the submission period. All abstracts must be submitted online by the posted deadlines in order to be considered for acceptance. You retain the copyright of your content and agree to give the AIUM a limited, nonexclusive, royalty-free license to present and archive the content.

Submission Topics
Please click here to view the list of submission topics and subtopics.

Submission Categories
Below are the submission requirements and presentation information for the 3 abstract categories. Please also see frequently asked questions at the end of this document.

Oral Presentation (Including New Investigators)

Submission Requirements:
Submit your abstract to be first considered as an oral presentation and if it is not accepted, you have the option for it to be considered for an ePoster. Oral scientific research submissions must include a title (200 characters/75 words max) and a structured abstract that includes Objectives, Methods, Results, and Conclusions. Each section of the abstract is limited to 300 words (1,200 words total).

Presentation Information:
Presentations in the Basic Science category will be 12 minutes (10-minute presentation, 2-minute Q&A). Presentations in any other category will be 7 minutes (5-minute presentation, 2-minute Q&A).

Slide format: Title of abstract with author affiliations; Background and Introduction; Objectives; Methods; Results; Conclusions; Contact information for the presenter.

Some presenters will qualify to enter the New Investigator award competition, which encourages New Investigators to become active within the AIUM and ultrasound research. There is a monetary award associated with the New Investigator award (up to $500).

Electronic Poster (ePoster)

Submission Requirements:

The ePoster scientific research submissions must include a title (200 characters/75 words max) and a structured abstract that includes Objectives, Methods, Results, and Conclusions. Each section of the abstract is limited to 300 words (1,200 words total).

ePoster Information:
The ePosters are **not** presented orally. All accepted ePoster abstracts will be displayed on kiosks for attendees to view throughout the meeting. The ePoster file will need to be uploaded to the speaker management system prior to the meeting. More detailed information about task due dates and formatting guidelines will be provided in the acceptance email.

Case Report

Submission Requirements:
Submit your abstract to be first considered as an oral presentation and if it is not accepted, you have the option for it to be considered for an ePoster. Case report submissions should include a title (200 characters/75 words max), Introduction, Case Description (symptoms, signs, diagnosis, treatment, and follow-up), and Conclusions. Each section of the abstract is limited to 300 words (900 words total).

Presentation Information:
Case reports will be considered for presentations totaling 7 minutes (5-minute presentation, 2-minute Q&A).

Slide format: Title of the case report with author affiliations; Background and Introduction; Case Description; Conclusions; Contact information for the presenter.

Awards Opportunities

New Investigator Award Competition
To be eligible for presentation in the New Investigator Session at UltraCon 2023, submitters must meet the following criteria:
  - The Investigator must work in ultrasound, including the fields of medicine, allied health, basic or applied science, or engineering.
  - The investigator must currently be in training or have completed training **within the past 5 years.**

New Abstract Awards
UltraCon seeks to showcase the latest practice-changing ultrasound research and will provide monetary awards to the best-of-the-best. All oral abstract submissions will be eligible to compete. Details will be announced soon.

Abstract Review Process
All submissions are reviewed for quality, scientific value, interest to conference registrants, and overall appropriateness for inclusion in the program. Abstracts will be evaluated through a blind peer-review process based on the submission criteria using a scale ranging from 1 (lowest) to 5 (highest). Abstracts will be reviewed by multiple reviewers and the average score will be used to rank the priority of the presentation.

Author Requirements

1. Obtain approval in advance from all co-authors before placing their names on the abstract. Submission of an abstract denotes that co-authors as well as authors have read the abstract, take responsibility for its content, and approve that their names appear on the abstract. Failure to obtain approval from all authors will result in immediate rejection of the abstract.
2. Limit the number of authors to no more than 10.
3. Include an affiliation for each author. Spell out the institutions in their entirety and capitalize the first letter of each proper name. Examples follow: Johns Hopkins University, Thomas Jefferson University, Eastern Virginia Medical School.
4. Remove brand names from the abstract title or body. Use generic terms if referencing a medical device and/or pharmaceutical product.
5. In accordance with HIPAA regulations, patient confidentiality must be protected. Names, dates of scans, birth dates, ages, medical record numbers, zip codes, and identities must not be included in the abstract or on images.
6. Institution names should not be included in the title or body of the abstract in order to keep the review process blind, fair, and objective. Alternative language that may be used is "at an institution", or "A multi-institution" study, etc. This does not apply to cooperative research group names.
7. Tables and images are not permitted during submission. They may be used in your presentation slides.
8. Refrain from submitting multiple abstracts on overlapping facets of the same project unless each abstract has important, novel information and clearly stands on its own. Repetitive abstracts from the same author(s) will be rejected.
9. Disclose any financial interest in accordance with the AIUM's disclosure of financial relationships policy. List any financial interests, assistance, or relationships with companies, supporters, or commercial products that are related to the research (for example, research support, grants, sponsors, stockholder, etc). Each co-author must complete his/her own financial disclosure and attestation form. NOTE: The AIUM will not provide continuing medical education credit for oral presentations, case reports, or ePosters; however, financial disclosures are still required.
10. All required fields must be complete or the submission will be marked incomplete. Abstract submissions with an "incomplete" status cannot be processed.

Abstract Notification

All notifications, of acceptance or non-acceptance, will be sent by email. It is the submitter's responsibility to ensure his/her email address is correct and current. The AIUM is not responsible for notification emails not received due to incorrect contact information.

The submitter will receive all notifications and communications related to the accepted abstract(s), and is responsible for informing all co-authors of acceptance at the meeting.

All abstract presenters will be asked to confirm receipt of their notification email and officially accept the invitation to present (oral abstracts) or display (ePoster) their abstract. Notification letters for abstract submissions will be sent out by mid-December 2022. If you do not receive a notification email, contact the Education Department at learn@aium.org immediately to confirm acceptance or non-acceptance of your submission.

Hold Harmless Clause

Abstract author(s) agrees to bear full responsibility for any claims, damages, or losses that may occur because of any acts or omissions made during his or her presentation. The AIUM will have no liability for those acts or omissions. However, Abstract Author(s) will not have any such responsibility if the AIUM is proven to be solely negligent.

General Information (FAQ)

1. The AIUM accepts abstracts that have been previously presented or published with other organizations.
2. Abstracts that have previously been presented at an AIUM meeting will not be accepted.
3. Abstracts must be submitted through the online abstract portal. No email submissions will be accepted. Only the individual listed as the official contact of the submission has the authority to withdraw it or revise the content.
4. Once you begin an abstract submission, you will be able to save your work and return to the online system to make any necessary edits at any time before the submission deadline. We encourage all submitters to begin the process early. Please be sure to hit the Submit button on the top right of the page to officially complete and submit your abstract. If you do not receive a confirmation of submission, you should log in and hit Submit. The site will close at **11:59 pm ET on Monday, October 31, 2022**, and no additional revisions will be accepted.
5. Confirm your author list and proofread your abstract to correct any errors before submission.
6. Changes to abstract titles or abstract text, as well as additions or deletions of author names, will not be permitted after submission.
7. There will be a limit of 10 abstracts you may submit or present.
8. Submission of an abstract constitutes a commitment by the author(s) to present (oral abstracts) or display (ePoster) their work if the abstract is accepted. If you must withdraw your abstract, please email learn@aium.org by **Thursday, February 23, 2023.** Include your name, abstract ID, and abstract title.
9. All abstract authors will need to upload their presentation slides at a later date *if your abstract is accepted*. Instructions and templates will be included in the acceptance email.
10. If your abstract is accepted for the 2023 UltraCon Meeting, the first/presenting author is required to register for the meeting. If the first/presenting author does not register for 2023 UltraCon, their abstract could be withdrawn from the program and will not be published in the Proceedings, a supplement of the *Journal of Ultrasound in Medicine.* Additional registration details will be provided in the acceptance email.
11. Failure to attend and present could affect your ability to present at future meetings.
12. Abstract authors are responsible for their 2023 UltraCon registration and travel arrangements. The AIUM does not provide honorarium or reimbursement of travel expenses, with the exception of scientific award winners. Registration fees for all other authors will directly correspond to their current membership status.
13. Presented abstracts and final ePosters from the event will appear as part of the Proceedings, a supplement of the *Journal of Ultrasound in Medicine,* following the meeting.