

## 2014 AICR Research Conference Poster Abstract Submission Guidelines

**SUBMISSION DEADLINE: September 05, 2014**

**All posters must be related to cancer, with a focus on food, nutrition, physical activity or body weight.** Abstracts submissions must be completed through our online submission system along with the full contact information of the presenting author. **While a presenter may be a co-author on more than one poster, only one poster abstract per poster presenter is permitted.** Abstracts must be submitted in plain text format (.txt/html) in the free-form field provided. Text may be entered manually or copied and pasted from an existing document. Please prepare your poster abstract following the instructions below.

### Important Dates and Deadlines:

*Friday, September 5, 2014*      Deadline for poster abstract submission

*Friday, September 19, 2014*      Notification of acceptance status sent to poster presenters

*Friday, September 26, 2014*      Deadline for poster presenters to register for the conference, guaranteeing their spot in a poster session  
*Please note: poster presenters must register for the entire conference.*

**Fees:** A non-refundable processing fee of **\$45** will be charged for each abstract submission. Abstracts must be paid for electronically and in full at the time of submission.

**Presenter Contact Information:** If you are submitting a poster on behalf of someone else, please be sure to note the difference in these two fields:

- *Submitter's E-mail:* provided when beginning a submission and is the e-mail address used for all notifications regarding the submission process itself.
- *Poster Presenter's Full Contact Information:* provided in the "Author" step of the submission and is the e-mail used for notification of poster acceptance status.

**Poster Award:** If you are a post-doctoral scholar, you may elect to have your poster entered in the John A. Milner poster competition. You must indicate during the poster abstract submission process that you would like your poster to be considered. Posters will be judged during the poster sessions at the conference and poster prizes of \$500 will be awarded during the closing plenary session.

**Poster Sessions:** There will be two poster sessions: *Session I* will take place Wednesday, October 29 from 5:00pm – 7:00pm and *Session II* will take place Thursday, October 30 from 5:00pm – 7:00pm.

*Please note: poster presenters may not choose which poster session they will be in.*

AICR will assign presenters to their session based on topic. To help us assign your poster to the best session, please select the most appropriate topic category and research design category for your poster during the abstract submission process.

### IMPORTANT:

If you are not notified of your Poster Decision by <b>September 19</b> , contact Rose Akca in the Research department by e-mail ( <a href="mailto:research@aicr.org">research@aicr.org</a> ) or phone (202-328-7744).
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## Content and Formatting Guidelines

### Title

The title should be in sentence case with no full stop at the end, e.g.:

Results from experiments in the field of vitamin D and cancer

### Authors

Include surname, first name and middle initial of all authors with corresponding affiliations when applicable. If there are more than six authors, only the names of the first six authors followed by "et al." will be displayed in the printed program book. You must include and indicate the presenting author.

### Affiliations

Include University/Institute, City, State, and Country (if outside the United States). Where there are multiple affiliations, each should be listed separately and entered in the order used.

**Authors and their corresponding affiliations will appear in the conference program book as:**

**Smith MA<sup>1</sup>**, Harrison N<sup>2</sup>, Matthews P<sup>2</sup>, Smith A<sup>1</sup>, Harrison A1<sup>2</sup>, Matthews W<sup>2</sup>, *et al.*

<sup>1</sup>University of Colorado, Boulder, CO

<sup>2</sup>Ottawa University, Ottawa, ON, Canada

### Abstract Text

- Abstracts should be structured under the following headings: **Background, Methods, Results, Conclusions, Keywords**
- Maximum word limit is 300 words
- Symbols and other special characters may be included
- Tables and figures should not be included in the abstract
- References are not required but if they are used, they will count towards the total word count for the abstract

### Word Count

Please provide the word count of the *main body* of your abstract. This includes the Background, Methods, Results, Conclusions and Keywords. The word limit for poster abstract submissions is **300**.

### Conflict of Interest

Please disclose any conflict of interest at the foot of the abstract. If there is no conflict please state so:

**Conflict of Interest:** None

### Funding

AICR requires full disclosure of all relevant sources of funding in relation to poster abstracts, e.g.:

**Funding:** Research relating to this abstract was funded by Lorem ipsum dolor sit amet

## Sample Abstract Layout

*Below is an example of how your poster will appear in the conference program book.*

### **Results from experiments in the field of vitamin D and cancer**

**Smith MA<sup>1</sup>**, Harrison N<sup>2</sup>, Matthews P<sup>2</sup>, Smith A<sup>1</sup>, Harrison A<sup>2</sup>, Matthews W<sup>2</sup>, *et al.*

<sup>1</sup>University of Colorado, Boulder, CO

<sup>2</sup>Georgetown University Hospital, Washington, DC

**Background:** Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

**Methods:** Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

**Results:** Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

**Conclusions:** Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

**Keywords:** Lorem, ipsum, dolor, sit, amet, consectetur

**Word Count:** 150

**Conflict of Interest:** None

**Funding:** None