ABSTRACT SUBMISSION GUIDELINES

EXTENDED SUBMISSION DEADLINE:
WEDNESDAY, NOVEMBER 8, 2017, 1:00 PM ET US

Payment:
A non-refundable fee of $90.00 USD is due at the time of abstract submission. (VISA, MasterCard, Discover, and American Express accepted)

Authorship of Work:
Authorship on multiple abstracts is permitted.

Ethical Issues and Conduct:
Authors who submit research with or engage in publication ethical violations will be subject to exclusion for future abstract submissions. Review the Ethical Guidelines for Research.

Prior Publication Policy:
- Submitted abstracts cannot contain data previously presented at a national meeting within the US at the time of abstract submission.
- Submitted abstracts cannot contain data already accepted for publication in any online or PubMed indexed venue at the time of abstract submission.
- Violators will be subject to abstract withdrawal, and may be barred from presenting at future Endocrine Society meetings.

Co-Author and/or Primary Investigator Review:
The submitting author (contact) is responsible for ensuring that ALL co-authors and/or primary investigator review the abstract and agree to the License Agreement prior to submission. Failure to obtain permission to publish from co-authors may result in abstract rejection.

Abstract Submission Information & Examples:
- Scientific Abstract
- Case Report Abstract
- Clinical Trial Abstract

Note: Failure to comply with the above Abstract Guidelines may lead to an abstract being rejected.
ABSTRACT SUBMISSION INFORMATION

ABSTRACTS

Abstract Submission Steps
Below are the steps you will be prompted to complete when submitting an abstract. If you are unable to finish your abstract submission in one setting, you may return to this site any time prior to the deadline to complete your submission. All abstracts must be completed and submitted by the abstract submission deadline of November 8, 2017 at 1:00pm ET US. If you do not complete this submission prior to the deadline, your abstract will not be sent to review.

Step 1: Abstract Title
Step 2: Presentation Preference
Step 3: Topic
Step 4: Keywords
Step 5: Authors
Step 6: Abstract
Step 7: Submission Questions
Step 8: Awards
Step 9: Payment and Receipt
Step 10: Review Submission

Text and Graphics
Abstracts are text-only (with a 2,500-character limit, excluding spaces). Graphics (e.g., figures and tables) are not accepted in the body of your abstract.

Edits
Submitting (contact) authors may log in to edit their abstract up until the abstract submission deadline. NO REVISIONS to the abstract or the list of authors will be allowed once the site closes on November 8, 2017 at 1:00 PM ET US.

Submission to Joint Meeting(s)
In association with the Endocrine Society, authors may submit abstracts to both ENDO and joint association meetings via the ENDO abstract submission site. A single non-refundable processing fee of $90.00 USD will be due at the time of submission.

Abstract Withdrawal
Abstracts may be withdrawn by sending an email to Liz Larabell at llarabell@endocrine.org. Withdrawal request must be submitted by the submitting (contact) author and include the abstract submission confirmation number. The $90 abstract submission fee is not refundable.

Notice of Abstract Acceptance
Abstract notifications will be emailed to presenting (contact) in early January 2018.
Abstract Sessioning
Accepted abstracts are organized into topically-based poster sessions. Authors will be notified of the date and time of their abstract poster presentation. Presenting authors will not be allowed to reschedule their presentation except for religious reasons.

Abstract Publication
Abstracts will be published in an online supplement to Endocrine Reviews and in the online ENDO 2018 Web Program at endo2018.org.

Receipts
You will receive a receipt by email upon successful payment of your abstract submission.

MEMBERSHIP
You do not need to be a member to submit an abstract for ENDO 2018, but Endocrine Society members receive special discounted ENDO registrations rates and Endocrine Society members are given preference for some awards. Join Now to get the best rate for ENDO 2018!

AWARDS
The Endocrine Society provides several awards and travel grants to attend ENDO, the Society’s Annual Meeting & Expo. These travel grants are awarded to outstanding abstracts submitted by in-training and new faculty who have been accepted to present their research during the annual meeting.

Each award and travel grant will have varying criteria. Please visit ENDO Travel Awards to learn more. Winner selection for all awards is based on award criteria and abstract score.

Standard Award Requirements:
• You MUST be the first and presenting author on the abstract submission
• You MUST be currently in-training (Graduate Student, Medical School Student, Clinical or Post-Doctoral Fellow) or early career junior faculty (within 3 years of completing your fellowship and/or 1st - 2nd year of appointment)
• You MUST NOT have won a travel award to attend ENDO 2017
• Non-members of the Endocrine Society may apply, but preference is given to members.

ENDO 2018 MEETING REGISTRATION
ENDO 2018 meeting registration opens on October 18, 2017. Abstract submission DOES NOT automatically register you for ENDO. Upon submission, the presenting author of the abstract agrees to register and attend ENDO 2018 to present the abstract.

• Online registration, PDF registration forms, and program information are at endo2018.org
• To receive registration forms by mail, contact the Society by phone (1.888.363.6274 or 1.202.971.3636) fax (1.202.736.9704), or email (info@endocrine.org)