



LATE BREAKING ABSTRACT SUBMISSION GUIDELINES

ENDO 2022 will take place at the Georgia World Congress Center in Atlanta, GA from June 11-14, 2022. Please read the following Abstract Submission Guidelines prior to submitting your abstract. If you have any questions not answered within this document you can email abstracts@endocrine.org. Failure to comply with the below guidelines may lead to an abstract being rejected.

Abstract Submission Dates

The ENDO 2022 Late Breaking Abstract Submission site opens on Tuesday, March 29, 2022 and closes on Monday, April 18, 2022 at 1:00 PM EST US.

Abstract Publication

All accepted abstracts will be published on the meeting website and in a supplemental issue of the Open Access [Journal of the Endocrine Society \(JES\)](#), assigned a DOI, and indexed in PubMed and PubMed Central.

Abstract Selection

Authors of accepted abstracts will receive presentation details, and information and technical guidelines on how to prepare for their oral, rapid fire, poster plus, and e-poster on demand presentation. Presenting authors will not be allowed to reschedule their presentation except for religious reasons (as identified in Step 8 of the submission process).

Abstract Withdrawal

Abstracts may be withdrawn by sending an email to abstracts@endocrine.org. Withdrawal requests must be submitted by the submitting (contact) author and include the abstract submission confirmation number. The \$150 abstract submission fee is not refundable.

Authorship of Work

Authorship on multiple abstracts is permitted.

LATE BREAKING ABSTRACT SUBMISSION GUIDELINES (Continued)

Awards

The Endocrine Society provides awards to recognize outstanding work in endocrinology. These recognition awards are given to outstanding abstracts submitted by in-training fellows and new faculty whom who have been accepted to present their research during the online annual meeting (ENDO). Honorees will receive a certificate of recognition for their research. Each award has varying criteria. Please visit ENDO Awards to learn more. Winner selection for all awards is based on award criteria and abstract score.

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 [Author Agreement and License to Publish](#) prior to submission. Failure to obtain permission to publish from co-authors may result in abstract rejection.

Disposition Notices/Abstract Acceptance

Late Breaking Abstract notifications will be emailed to presenting authors in mid-May. Presenting authors are responsible for communicating the presentation status of their abstract with their co-authors.

Edits

Submitting (contact) authors may log into the site 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 the deadline date.**

Editing Services/Poster Formatting Services

Language editing, translation, and poster formatting services are available through American Journal Experts. Endocrine Society members receive additional 10% off. Visit aje.com/go/esmeetings for more information.

ENDO 2022 Registration

Online registration, PDF registration forms, and program information are available at [ENDO 2022 Registration](#).

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](#).

Membership

Membership is not a requirement to submit an abstract for ENDO, but Endocrine Society members receive special discounted ENDO registrations rates. You must be an Endocrine Society member to be considered for abstract awards. [Join Now](#) to get the best rate for ENDO.

Payment

A non-refundable fee of \$150.00 USD is due at the time of abstract submission. (VISA, MasterCard, and American Express are accepted). If you need to pay with a method other than a credit card, please email abstracts@endocrine.org. Abstract submission does not automatically register you for ENDO. Upon submission, the presenting author of the abstract agrees to register and attend ENDO to present the abstract.

LATE BREAKING ABSTRACT SUBMISSION GUIDELINES (Continued)

Prior Publication Policy

- Submitted abstracts cannot contain data previously presented at a national meeting within the United States **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.

STEPS FOR SUBMITTING YOUR ABSTRACT

Submitting your abstract can take anywhere from 5-30 minutes. You will be prompted to complete the following steps when submitting your abstract. Please review the information below carefully and have available all author names, contact information and disclosure information for entry.

Step 1: Abstract Title	Step 7: Abstract Keywords
Step 2: Presentation Type	Step 8: Submission Questions
Step 3: Science Type and Topic	Step 9: Awards
Step 4: Authors and Disclosures	Step 10: Payment
Step 5: COI and Permissions	Step 11: Review Submission
Step 6: Abstract Body	

If you are unable to finish your abstract submission in one sitting, you may return to the abstract submission site any time prior to the deadline to complete your submission. **All abstracts must be completed and submitted by the abstract submission deadline date at 1:00 PM EST US. If you do not complete this submission prior to the deadline, your abstract will not be reviewed.**

Step 1: Abstract title

Abstract titles should be short and specific, and entered in title case. For assistance with putting your abstract title in title case, visit www.capitalizemytitle.com

Step 2: Presentation Type

You may select your abstract to be considered for an Oral Presentation or an e-Poster presentation.

- Oral Presentation: Presenting authors will give a 10-minute presentation using slides to summarize their abstract, followed by 3-5 minutes of audience Q&A. Oral presenters must attend in person in Atlanta, GA.
- Rapid Fire e-Poster Presentation: Presenting authors will give up to a 5-minute presentation highlighting the key points, so interested attendees are wanting to ask questions about your work in the subsequent communications. Select this option if you do not wish to be considered for an oral presentation and want to provide a quick synopsis of your work in person in Atlanta, GA. Presenting authors will upload an e-poster which may be accompanied with a brief 3-5 minute video presentation. e-Posters will be viewable for the duration of ENDO 2022 and presenting authors will receive comments and questions on their poster(s) from meeting participants.

LATE BREAKING ABSTRACT SUBMISSION GUIDELINES (Continued)

- **Poster Plus Presentation (Printed Poster + ePoster On Demand):** Poster Plus presenters will be assigned one day to display their printed poster at the conference. In addition, poster presenters will be able to stand next to their printed poster during a Meet-and-Greet session in person in Atlanta, GA. Presenting authors will also upload an e-poster and/or 3-5 slides, which may be accompanied with brief 3-5 minute video and audio presentations. e-Posters will be viewable for the duration of ENDO 2022 and presenting authors will receive comments and questions on their poster(s) from meeting participants. The e-Poster Presentations can be viewed on site on 42" plasma screens with a 16:9 aspect ratio. Select this option if you do not wish to be considered for an oral or rapid fire presentation and want to take advantage of presenting your work in-person and via the virtual platform.
- **e-Poster On Demand:** E-posters are an on demand poster option and visible through the entirety of the ENDO 2022 Annual Meeting on the virtual platform and mobile app (if available). There are no physical e-poster presentation times or locations scheduled during the meeting. The e-poster presenting author will have the opportunity to upload their e-poster and a brief 3-5 minute video presentation that can be played on demand. e-Posters will be viewable for the duration of ENDO 2022 and presenting authors will receive comments and questions on their poster(s) from meeting participants.

Step 3: Science Type and Topic

Basic, clinical, and translational scientific abstracts, clinical trials are accepted for submission across 132 topical areas, and clinical case reports are accepted for submission in 16 topical areas. View the complete list of [2022 Abstract Topical Areas](#).

- **Basic Scientific Research** - Submissions should report basic endocrine research (e.g., physiological or molecular biological research in cell cultures or animal models).
- **Translational Scientific Research** - Submissions should report mechanistic endocrine research in humans, human tissues, tumor cells, or animal models that have a direct relationship to human physiology or disease.
- **Clinical Scientific Research** - Submissions should report endocrine research investigating or concerning specific disease states (e.g., evaluation of diagnostic techniques and therapies).
- **Clinical Trial** - Submissions should report data about the safety or potential benefit of an endocrine intervention such as a medication, device, teaching concept, training method, or behavioral change in human subjects.
- **Clinical Case Report** - Submissions should report valuable/novel teaching points or learning lessons from clinical care of endocrine disorders. In addition to consideration for presentation at ENDO, clinical case reports will be considered for use in other educational formats, online or in print.

For detailed information on submitting abstracts view:

- [Submitting a Scientific Abstract](#)
- [Submitting a Case Report Abstract](#)
- [Submitting a Clinical Trial Abstract](#)

Step 4: Authors and Disclosures

Enter contact information and disclosures for all authors, and the presenting author's short biography. Edits to authors will not be accepted after the abstract submission site has closed. Please review this information carefully to ensure you have included all abstracts. You may change the presenting author at any time up until the abstract submission site closes.

LATE BREAKING ABSTRACT SUBMISSION GUIDELINES (Continued)

Step 5: Conflict of Interest (COI) and Permissions

Based on the disclosures entered for the presenting author, complete the Conflict of Interest (COI) resolution and recording permissions. If you change presenting authors in Step 4, you must also update this step so the COI and permissions are pertinent to the new presenting author.

Step 6: Abstract Body

Abstracts are text-only (with a **2,500-character limit**, including punctuation, but excluding spaces). Graphics (e.g., figures and tables) are **not accepted** in the body of your abstract. Including references is optional. If references are included, they should be included in your abstract text and will count toward the 2,500-character limit. To preserve the peer review process, do not include any identifying information (e.g., institution or author names) in the body of your abstract (Step 6). All co-authors/primary investigators, their institutional affiliations, and any disclosures must be entered on the Authors page (Step 4).

Step 7: Abstract Keywords

Keywords help others search for and find your abstract when using the ENDO 2022 Program Planner. Select keywords from a drop-down menu that would likely be used to search for your abstract. Minimum of 1 keyword and maximum of 5 keywords.

Step 8: Submission Questions

- Question 1: Abstract Description and Learning Objectives - Provide a brief summary in 200 words that summarizes your abstract in layman terms, For learning objectives, list up to 3 measurable objectives of the knowledge, skills and/or attitude learners will gain upon completion of this educational activity
- Question 2: Principal Investigator – provide the PI of your research
- Question 3: Religious Conflicts – indicate if any conflicts exist which would prevent you from presenting on certain days
- Question 4: Embargo and Publication Restriction – indicate if you do not want your full abstract posted online until the date of your presentation.
- Question 5: Basic Science Pathways - If you are submitting a Basic Science abstract, please select a Science Pathway. Selecting the Basic Science Pathway will help attendees search and find your abstract.
- Question 6: Special Poster Recognition – indicate if you would like your abstract to be considered for special recognition during ENDO 2022. Recognition will be of select top-scoring abstracts from eligible authors.
- Question 7: Cosponsored Meetings – Joint Abstract Submission - The Endocrine Society is cosponsoring abstract submission and review for the [ANDROGEN EXCESS & PCOS SOCIETY'S](#) Update Meeting to be held in conjunction with ENDO 2022. Please check the box if you would like your abstract to be considered for presentation at this cosponsored satellite meeting. There is no additional fee.
- Question 8: Quality Improvement and Patient Safety – indicate if the abstract covers quality improvement and patient safety
- Question 9: Diversity, Equity, and Inclusion – indicate if the topic of the abstract relates to diversity, equity, and inclusion

Step 9: Awards

The Endocrine Society provides awards to recognize outstanding work in endocrinology. These recognition awards are given to outstanding abstracts submitted by in-training fellows and new faculty whom who have been accepted to present their research during the online annual meeting (ENDO). Please visit endocrine.org/awards for award criteria and more information.

LATE BREAKING ABSTRACT SUBMISSION GUIDELINES (Continued)

Step 10: Payment

The ENDO 2022 Last Call abstract fee is \$150 (USD) per abstract. Abstract fees are non-refundable. Visa, Master Card, and American Express are accepted. If you need to make a wire transfer payment, please email abstracts@endocrine.org for instructions.

AUTHOR AGREEMENT AND LICENSE TO PUBLISH

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LATE BREAKING ABSTRACT SUBMISSION GUIDELINES (Continued)

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Patient Consent (For Case Reports)

- All patients have a right to privacy and personally identifying information should not be revealed without consent. Case reports should follow International Committee of Medical Journal Editors (ICMJE) recommendations. Authors must attest that they have secured all required patient consent forms, to be made available to the Endocrine Society on request. Identifying information, including names, initials, exact dates, or hospital numbers should not be published in written descriptions, figures, or photographs unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Informed consent for this purpose requires that an identifiable patient be shown the materials to be published. **Nonessential identifying details should be omitted. Informed consent should be obtained if there is any doubt that anonymity can be maintained. For example, masking the eye region in photographs of patients is inadequate protection of anonymity.** The Endocrine Society has the final decision on what information is potentially identifying and when patient consent is required.