ABSTRACT SUBMISSION RULES

LATE-BREAKING ABSTRACT SUBMISSION DEADLINE:
WEDNESDAY, FEBRUARY 17, 2016, 1:00 PM ET US

1. **Deadline:** Late-Breaking abstracts may be submitted until Wednesday, February 17, 2016, 1:00 PM Eastern Time US.

2. **Payment:** Complete payment information and a NON-REFUNDABLE processing fee of $150.00 USD are due at the time of submission. (VISA, MasterCard, or American Express accepted)

3. **Eligibility:**
   - Abstracts must be submitted or sponsored by a Full, Early Career, or Emeritus member of the Society.
   - In-Training or Associate Endocrine Society members and nonmembers **MUST** secure sponsorship from a Full, Early Career, or Emeritus member. Search the Member Directory at endocrine.org/membership/membership-directory.
   - If you are not a current member of the Endocrine Society, you may apply for or reinstate your membership by visiting the Endocrine Society’s website at endocrine.org/membership.

4. **Sponsorship:** Early Career, Full, and Emeritus members may sponsor up to three abstracts on which they are not listed as co-authors. An Early Career, Full, or Emeritus Member may sponsor an unlimited number of abstracts provided that he/she is ALSO a co-author on the abstracts.

5. **Sponsor Listing:** To list a sponsor as an author, include him/her as an author AND the sponsor.

6. **Submission to the Levine-Riggs Symposium:** In association with the Endocrine Society, the Diabetes Research Center at City of Hope presents the 16th Annual Rachmiel Levine-Arthur Riggs Diabetes Research Symposium. Authors may submit abstracts to the Levine-Riggs Symposium via the ENDO 2016 submission site.
   - Authors have the option to select their abstract to be considered for presentation at ENDO 2016, the Levine-Riggs Symposium, or both meetings.
   - Regardless of the selection, **A SINGLE NON-REFUNDABLE** processing fee of $150.00 USD will be due at the time of submission.
   - All ENDO 2016 submissions must meet the above eligibility requirements.
   - These requirements are waived for those submitting an abstract for the Levine-Riggs symposium ONLY.

7. **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.

8. **Editing Abstract Submissions:** Until the Abstract Submission Deadline on Wednesday, February, 17, 2016 submitting (contact) authors will be able to return to the site to edit their abstract. **NO REVISIONS** will be allowed once the site closes on **Wednesday, February 17, 2016 1:00 PM ET (US).** Authors cannot be added nor the order rearranged after this deadline.

9. **Co-Author Review:** The submitting author (contact) is responsible for ensuring that **ALL** co-authors review the abstract and agree to the License Agreement prior to submission. Confirmation of abstract acceptance or rejection
will be emailed to all co-authors listed on the abstract. Failure to obtain permission to publish from co-authors may result in abstract rejection.

10. **Meeting Registration and Attendance:**
   - Upon submission, the presenting author of the abstract agrees to register and attend ENDO 2016 to validate the abstract
   - Abstract submission **DOES NOT** automatically register you for ENDO
   - Online registration, PDF registration forms, and program information are at endo2016.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 (societyservices@endocrine.org)

11. **Authorship:** Authorship on multiple abstracts is permitted.

12. **Abstract Limit:** Abstracts are allowed **2,500 characters.** The character count excludes the abstract title, authors/institutions, disclosure information, support sources, and references. **Spaces are also NOT counted toward the 2,500-character limit.**

13. **Abstract Graphics:** Abstracts are text-only. Graphics (e.g., figures and tables) may not be submitted.

14. **Abstract Grading:**
   - Abstracts are reviewed, graded, and accepted/rejected by the Annual Meeting Steering Committee.
   - Approximately 10% of the top-scoring abstracts from each category are selected for oral sessions. The number of oral session allocations is determined by available space and the number of abstract presenters requesting oral presentation in each category.
   - The remaining accepted abstracts are scheduled for poster presentation sessions. Top-scoring abstracts selected for poster presentation may also be invited to participate in poster preview sessions.

15. **Abstract Publication:** Abstracts will be published in an online supplement to *Endocrine Reviews* and in the online ENDO 2016 Web Program.

16. **Abstract Awards:**
   - Those wishing to be considered for an award MUST meet the qualifications described on the Awards page.
   - Applicants must be the first author **AND** the presenting author to be considered for ANY Endocrine Society award. Applicant must be listed as such at the time of abstract submission.
   - Preference for certain awards and travel grants will be given to Endocrine Society members.

17. **Abstract Withdrawal:** Abstracts may be **withdrawn** by sending an email to Carol Balsamo, Annual Meeting Program Coordinator, at cbalsamo@endocrine.org.
   - Include your submission confirmation number no later than **Wednesday, March 2, 2016.**
   - Withdrawal request must be submitted by the submitting (contact) author. **The $150 processing fee will not be refunded.**

18. **Rescheduling:** Abstracts will be scheduled by the Annual Meeting Steering Committee. Presenting authors will **NOT** be allowed to reschedule their presentations except for religious reasons.

19. **Failure to comply with any of the above rules may lead to an abstract being rejected by the Annual Meeting Steering Committee. Gross violation of research or publication ethics may result in an author's exclusion from future abstract submission.**