

General Instructions for Late-Breaking Abstract Submission

All late-breaking abstracts will be presented in poster sessions. New this year -- A select number of qualifying late-breaking abstracts will also be programmed into Block Symposia for oral presentation. These will be scheduled for Tuesday morning, May 12.

1. **You may be the first author of more than one abstract provided that each abstract represents distinct research.** Co-authorship of additional abstracts is permitted.
2. **Only the first author may present the paper.** If more than one of the first author's abstracts are programmed at the same time, or if other special circumstances preclude the first author from presenting, permission for an alternate may be obtained from the Executive Director of AAI -- contact infoaai@aai.org.
3. **Each abstract must be submitted or sponsored by a member of AAI.** Submission or sponsorship will be considered assurance of adherence to the rules and of the merit of the presentation. Sponsors of submitted abstracts should be assured that all authors listed on the abstract have had a significant role in the research being reported. Members may sponsor more than one abstract. *Trainee members of AAI must have their abstract sponsored by a regular member in good standing.*
4. With regard to **research using human subjects**, AAI endorses the protections embodied in the *Basic Principles of the Declaration of Helsinki* and their expansion in the regulations governing research supported by the U.S. Government (45 CFR Part 46; 56 FR 28003). AAI does not endorse and will not publish the results of research that was not conducted in accordance with these Principles. **Investigations involving animals** reported in abstracts must have been conducted in conformance with the FASEB Statement of Principles for the use of animals in research and education (see www.opa.faseb.org/pages/PolicyIssues/animalresearch.htm).
5. The first author must **provide Conflict of Interest Disclosure information** for all authors when submitting an abstract.
6. Authors are not permitted to submit an abstract on work that has been **published previously**.
7. While it is rare for an abstract not to be accepted, AAI reserves the right, at its sole discretion, to **decline any abstract** deemed inappropriate.

Notification of Programming

The first author and the sponsor will be notified **via email** mid-March of:

- 🕒 Title, date, and time of session in which abstract has been programmed
- 🕒 Format of presentation (oral, poster or both)
- 🕒 Program number
- 🕒 Presentation time

This information will not be available before mid-March! Co-authors will not receive notification.

Register for the meeting today at www.IMMUNOLOGY2009.org. Online

Submission Instructions begin below.

Online Submission Instructions

Use Times New Roman font, size 9.

General Abstract Preparation

Each abstract should contain:

- a sentence stating the study objective (unless given in the title);
- a brief statement of methods, if pertinent;
- a summary of the results obtained; and
- a statement of the conclusions. (It is not satisfactory to say "the results will be discussed.")

In addition:

- Use a short, specific title with upper and lower case letters. **Do not put a period at the end of the abstract title.**
- Capitalize initial letters of trade names.
- Use standard abbreviations for units of measure.
- Other abbreviations should be spelled out in full at first mention, followed by the abbreviation in parentheses. Exceptions: commonly used abbreviations such as DNA, RNA, etc.
- **Include the source of research support on the bottom line of the abstract.**

Login and Author Information

- ✓ **Screen 1** - To begin the process, the user must log in under NEW USER. If you wish to return later to make changes, to complete an unfinished abstract submission or revise the submission, you should log in as a RETURNING USER with the first author's last name and the abstract number assigned.
- ✓ **Screen 2** - Enter the first author's email address and password twice.
- ✓ **Screen 3** - Enter the first author's information. Complete all required fields. This information will appear on your abstract *exactly* as it is entered. **NOTE: First author must be the presenting author. Once the first author is entered it cannot be changed.** To change the first author, the abstract will have to be submitted again and you will be charged a second, non-refundable submission fee.
- ✓ **Screen 4** - Enter information for each co-author, if applicable. If you need to make changes to co-author information, you must delete the entry and re-enter the information. Follow the directions to the left of the screen to make changes. If you do not have co-authors, click on FINISHED ADDING AUTHORS.

Abstract Title and Abstract

- √ **Screens 5, 6, 7** - You have two choices for submitting your abstract: by uploading a Word Document (**preferred option**) or by entering it online using the "cut and paste" feature. Before submitting your abstract, please review the formatting instructions below. *Your abstract body must have a minimum of 100 characters and maximum of 1,220 characters. The abstract title, authors, affiliations and body of the abstract should not exceed 1,620 characters excluding spaces.* **Title:** Capitalize only the first word of the abstract title (except for capitalized abbreviations e.g., DNA, T cell). **Do not include a period at the end of your title. DO NOT** enter the title or authors again in the body of the abstract. The title, author and co-authors will automatically be included in the final abstract. Before you continue you must PREVIEW your abstract. See following sample.

Sample abstract (9 pt; Times Roman):

Characterization of a bone marrow constituent with a novel accessory function in B cell development and tolerance

Anand Jacob¹, John G. Monroe².¹ Pathology and Laboratory Medicine, University of Pennsylvania School of Medicine, 421 Curie Blvd. rm 333, Philadelphia, PA, 19104-6160, ² Pathology and Laboratory Medicine, University of Pennsylvania School of Medicine, 421 Curie Blvd, rm 311, Philadelphia, PA 19104-6160.

During B cell development a large proportion of B cell receptors (BCRs) on newly formed immature B cells are specific for self-antigens. Tolerance mechanisms that eliminate self-reactivity include clonal deletion and receptor editing. In the former, an immature B cell that encounters antigen dies through apoptosis, whereas in the latter renewed immunoglobulin light chain rearrangement allows the BCR to attain a new, non-autoreactive specificity. Currently, intrinsic and extrinsic signals that might favor one mechanism of tolerance over another are poorly understood.

Upload Your Abstract by Submitting a Word Processor File - It is faster to submit a Word document! DO NOT include tables, graphics or figures. Use the browse button to select your abstract file. Upload a Microsoft Word document (**preferred**) or ASCII file containing only the body of the abstract. DO NOT include the title, author, co-authors or affiliations in the space. Before you continue, you must preview your abstract. A separate window will appear showing you the abstract with title, author, co-authors and body of the abstract. Close this window before continuing.

Manually Entering Your Abstract on the Submission Site - Select this option if the abstract contains only text, Greek characters, math symbols, and super/subscripts. Enter the text of the abstract in the space provided. You can also cut and paste a Word document. Use the Special Characters toolbar on the screen to insert special symbols. Special characters are inserted at the end of the text. You then cut and paste them to move them where needed; please be sure to move the whole character, e.g. "&[sigma]". Italics, bold, sub- and superscript tags should surround text to be formatted e.g., <I>protein</I>. **DO NOT** include the title, author, co-authors, or affiliations in this space. These will automatically be included in the abstract from the information previously entered. Before you continue you must preview your abstract. A separate window will come up showing you the abstract with title, author, co-authors and body of the abstract. Close this window before continuing.

Please see the sample abstract above.

Information about My Abstract

- √ **Screen 8** – In order for AAI to program your abstract, you **MUST** complete all of the following requested fields: Presentation Preference (poster, oral or indifferent); Sponsor's Information; Topic Category; and Disclosure Policy including the nature of the disclosure. **Incomplete submissions will not be programmed.**

Late-Breaking Abstracts will be Programmed into Poster Sessions

All abstracts will be presented in poster sessions. New this year, qualifying late-breaking abstracts will be programmed into block (oral) sessions scheduled for Tuesday morning, May 12.

The final decision as to whether an abstract is presented in an oral or poster session is made by the AAI Abstract Programming Committee. However, it is important to indicate ***your*** preference on the submission form.

Note: Abstracts selected for presentation in Block Sessions will also be presented as posters.

Late-Breaking Abstract Topic Categories

The topic that you select from the late-breaking abstract topic category list determines the session in which your abstract will be programmed. Therefore, it is important that you review the [Late-Breaking Abstract Topic Categories](#) before submitting your abstract.

Payment

- √ **Screens 9, 10, 11** - There is a non-refundable abstract submission fee. This must be paid by credit card before you can complete the submission of your abstract. The site is secure. If you have questions regarding payment, send an e-mail to AAI2009LB@mirasmart.com.

Abstract Complete/Confirmation Page

- √ **Screen 12** – Abstract Complete/Confirmation: Print a copy of the screen for your records. This is your confirmation of payment for your abstract submission and non-refundable fee. You will also receive an email receipt immediately after submission, confirming your abstract submission and payment. Please use the abstract number on this receipt and the first author's last name in all future correspondence about your abstract. This information will be required to make revisions or withdrawals. You will then have the option to "log off" or submit another abstract.

Support

Technical questions regarding electronic submission should be directed to AAI2009LB@mirasmart.com.