



## 2016 AICR Research Conference Poster Abstract Submission Guidelines

**SUBMISSION DEADLINE: September 16, 2016 at 11:59:59pm Eastern Time**

**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 16, 2016*      Deadline for poster abstract submission

*Friday, September 30, 2016*      Notification of acceptance status sent to poster presenters

*Friday, October 7, 2016*      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.*

### Fee: \$50

A non-refundable processing fee of \$50 will be charged for each abstract submission (with or without scholarship application). 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:* the e-mail address provided when beginning a submission and is the e-mail address used for all notifications regarding the submission process itself *i.e., started, completed, withdrawn and payment.*
- *Poster Presenter's Full Contact Information:* the e-mail address provided in the "Author" step of the submission will be the e-mail address 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. Only applicants who will be in a post-doctoral position at the time of the conference are eligible for the 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 Monday, November 14 from 5:00pm – 7:00pm and *Session II* will take place Tuesday, November 15 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 **September 30**, contact Rose Hoffman in the Research department by e-mail ([research@aicr.org](mailto:research@aicr.org)) or phone (202-328-7744).



## 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

### Conflict of Interest

Please disclose any conflict of interest when prompted during the "Title" step. If there is no conflict, please state "None"

### Funding

AICR requires full disclosure of all relevant sources of funding in relation to poster abstracts. Use a semicolon (;) to separate each funding source. If there are no relevant sources of funding, please state "None"

### Authors

AICR has a strict limit of one poster per presenting author. While a presenter may be a co-author on more than one poster, only one poster abstract per poster presenter is permitted

Include the 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. Please note: 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

NOTE: *Do not include title, authors, or affiliations in the abstract text.*

### Word Count

The word limit for poster abstract submissions is **300**. This includes the Background, Methods, Results, Conclusions and Keywords. References are not required but if they are used, they will count towards the total word count for the abstract.



## 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

**Conflict of Interest:** None

**Funding:** None