Submission of an abstract for presentation implies attendance of the presenting author at the 2018 Scientific Congress in Denver.

Do you have high-impact results of a research study after the initial deadline passed for submitting an abstract for the ASRM 2018 Scientific Congress in Denver?

The ASRM 2018 Scientific Congress Program Committee invites you to submit a late-breaking abstract for consideration for a special “Late-breaking Abstract” session on Wednesday, October 10th, 10:45 am – 12:15 pm. Six (6) abstracts will be selected on the basis of impact for oral presentation only and WILL be published in the Abstract Supplement to Fertility and Sterility.

Abstracts previously submitted through the regular abstract submitter will NOT be considered. Limit one submission per primary author to the Late-breaking Abstracts. The Scientific Congress Program Committee is looking for novel and innovative submissions with high-impact data. Abstracts must be submitted through the online Submitter program BEFORE 5:00 PM US Eastern Daylight Time on Monday, July 16th, to be considered. Disclosures for all authors must be complete at that time.

Notifications of acceptance for presentation of a late-breaking abstract will be sent via email beginning August 6th.

Preparation Guidelines and Instructions

Abstracts must be submitted electronically through the online Submitter program which will be available Friday, June 15, 2018, at the following Web address:

http://www.call4abstracts.com/asrm

Final Date for Submission of Abstracts: **Monday, July 16, 2018**, 5:00 p.m. Eastern Daylight Time (Technical support provided Monday – Friday, 8:00 a.m. to 6:00 p.m. Eastern Time).

**New this year:**
1. Submission time is now 5 p.m. (Eastern) on the deadline day (previously midnight). This allows for technical support during the submission process.
2. Limit of 1 late-breaking abstract submission per presenting/first author.
Instructions

• All abstracts must be submitted electronically via the abstract submission site and not by fax or email.
• All abstracts must be submitted before the submission deadline of Monday, July 16, 2018 at 5:00 p.m. (Eastern Daylight Time).
• Abstracts regarding human reproductive cloning will not be considered or accepted.
• The abstract must contain original work, not published, submitted for presentation at a meeting of another national or international scientific organization, or submitted for publication at the time of this submission. Abstracts previously submitted through the regular abstract submitter will NOT be considered.
• ASRM limits one entry per primary/presenting author during the late-breaking submission.
• Abstracts must be approved or exempted by the appropriate Institutional Review Board (IRB) with jurisdiction or equivalent if any human subjects or any human materials were utilized.
• A separate disclosure (included in the online Abstract Submitter) of medically related commercial and financial relationships must be completed for each individual author. Include each authors’ first name, initial, last name, degree(s), and email address on their disclosure page. An author on multiple abstracts need only complete one disclosure.
• All author names should be included at the time of submission. ASRM is not responsible for missing, excluded, or misspelled names that the submitting author leaves off or misspells during the submission process. All author names will be printed in the Abstract Supplement exactly how they are input into the system by the submitting author.
• Notifications regarding acceptance/rejection will be emailed to the primary authors beginning August 6, 2018.
• If you do not receive notification of the status of your abstract by August 15, 2018, call Technical Support: USA: 217-398-1792 or email technical support at asrm@support.ctimeetingtech.com.
• All decisions by the Scientific Congress Committee are final. Dates and times of presentations cannot be changed.
• All presentations are in English.
• Authors assume complete responsibility for the data at the time of submission.
• All authors agree to abide by ASRM policies pertaining to submission, publication and presentation of abstracts.
• Late-Breaking Abstracts accepted for presentation cannot be withdrawn.

To Submit an Abstract:
1. Review all the submission instructions and guidelines below before beginning.
2. Go to http://www.call4abstracts.com/asrm
3. Create and enter a personal user name and password. Note: If you have previously logged into this system to complete an online disclosure and/or submit an abstract during the initial submission period, login with your existing information (do not created a new login).
4. Complete your ASRM 2018 Disclosure by clicking “2018 Disclosure” (Note: if you have previously finalized your disclosure, you can make edits if you have any changes, or proceed to next step).
5. Click “2018 Submission” in the black menu bar (“2018 Submission” will only appear once you have **finalized** your online disclosure).

6. Remain logged on while completing the abstract submission sections.

7. Save your work as you complete each section. You can return to your password-protected abstract at a later time for editing, until you proof and submit the abstract.

8. Review a printed copy of your abstract (keep the copy for your file) and make changes in the online program before you submit it. No changes can be made to the title, authors or body of the abstract after the abstract is submitted/finalized.

9. You will not be given an option to submit/finalize your abstract until all author disclosures are complete. Encourage your co-authors to complete theirs early. They must login and complete a disclosure using the same first and last name and email address provided by the submitting author in their co-author information.

10. Review your work. Submit/Finalize the abstract.

**GUIDELINES FOR ABSTRACT SUBMISSION:**

A. **Content**

1. Abstracts must adequately describe the research performed so that the quality, originality, and completeness of the work can be evaluated. Only structured abstracts with the following headings can be submitted. **Failure to follow the proper format will disqualify the abstract for grading and consideration.**
   a. **Objective:** An introductory sentence indicating the objective and purpose of the study
   b. **Design:** A briefly worded description of the study design
   c. **Materials and Methods:** A description of experimental procedures including applicable statistical evaluation
   d. **Results:** A summary of the new, previously unpublished data and results
   e. **Conclusions:** A statement of the study’s conclusions
   f. **Support:** Identify all sources of financial support for the research or state "None" if appropriate.

2. Abbreviations used in abstracts must be defined. Abbreviations are permitted in titles if they immediately follow the term being abbreviated and are enclosed in parentheses. If used in the text, they should be defined at first mention if not already defined in the title.

3. Where possible, generic names should be used for pharmaceuticals, biologics, and medical devices. The trade name of the particular product used in a study can be referenced. The trade name may be used if the product is the only one of its general type and use of the generic name would encumber the reader. Promotional language and logos may not be used.

4. In the abstract, list the presenting author first. Search and add each author using their last name and/or email address. If you are not able to find an author using the search feature, please click the provided link to enter a new author. New authors’ first name, initial, last name and affiliation should be entered in upper and lower case. The authors’ names will be printed in the program exactly as submitted. Please use the same author information for every abstract on
which an author appears. Co-author names will be left off the published abstract if they fail to complete their disclosure. **All author names should be included at the time of submission.** ASRM is not responsible for missing or excluded names that the submitting author leaves off during the submission process.

5. Do not identify individuals in the title or abstract body. Doing so will result in the abstract being disqualified.

6. **The authors, author affiliations, table, and body text of the abstract are limited to a total of 2700 characters (spaces are not counted in character total), which may include one table.** Authors may distribute the characters among these 4 items as they choose. Inclusion of a table will replace 320 characters. Figures and/or graphics are not permitted and will be deleted.

7. The online abstract submitter requires a completed, separate Disclosure Declaration for every author. The disclosure and submission authors’ first name, last name, and email address must match exactly. Authors with previously submitted Disclosures matching the information inputted will display “Current” as the Disclosure Status. Any status other than Current means the author’s disclosure is incomplete.

8. **TITLE PAGE:** Bold the title and type it in all CAPS.

9. CATEGORY and TOPIC are required fields.

10. Presentation Preference: Select “Poster Only” if you wish your abstract to be considered for poster presentation only.

11. AUTHOR(s): In the Online Abstract Submitter, provide a completed, separate Disclosure Declaration for every author. The disclosure and submission authors’ first name, last name, and email address must match exactly for their completed disclosure to match your abstract submission.

12. **DISCLOSURE:** Email your co-authors a reminder to complete their online disclosures.

13. **ABSTRACT:** Click on “Enter Abstract Text” or “Create a Table” to input data.

14. **FINANCIAL SUPPORT & REFERENCES:** Click “Enter Financial Support & References Text” if you are citing references or identifying support.

15. **QUESTIONNAIRE PAGE:** If appropriate, select “The abstract has been approved by a local Institutional Review Board (IRB) or equivalent” if human subjects or any human materials were utilized.

16. **QUESTIONNAIRE PAGE:** Check “HIPAA Compliance” to indicate you are in compliance with the HIPAA standards to protect the privacy of the patients discussed in your presentation (or to indicate your presentation does not pertain to patient treatment).

17. **QUESTIONNAIRE PAGE:** ACCME Disclosure - Select your choice from the drop-down selection. You can choose to include your disclosure verbally or on a slide in your presentation.

18. **QUESTIONNAIRE PAGE:** Check “This abstract was not previously published, presented, or accepted for presentation” if the abstract contains original work. This means the work has not been 1) presented at a meeting of another national or international scientific organization prior to this meeting, or 2) submitted for publication at the time of submission to ASRM.

19. **QUESTIONNAIRE PAGE:** Check “I accept complete responsibility for the data at the time of submission.”
20. **QUESTIONNAIRE PAGE:** Newsworthy – only select this box if you would like ASRM to consider your abstract as warranting special press attention.

21. **QUESTIONNAIRE PAGE:** Late-Breaking Explanation – Briefly describe why the abstract is considered late-breaking (250 Character limit)

22. When you have completed the abstract submission process, print a copy of your abstract and keep it for future reference by clicking “Click Here for a Print-Friendly Version of Your Submission” under the “Submit My Abstract” button.

23. Review a printed copy of your abstract and make final revisions before you submit it. No changes can be made to the title, authors or body of the abstract after it is submitted.

24. Review and selection of abstracts: Abstracts will be reviewed by the Congress Committee and selected for inclusion in the program on the basis of scientific content and significance to the field of reproductive medicine. **Reviewers will consider the following criteria in their evaluations:**

   **Score Criteria**

   1. **Originality**
      
      0-2 None
      3-4 Many other well-designed studies
      5-6 A modest number of other similar studies
      7-8 Few similar studies
      9-10 Unique

   2. **Clarity of Writing**
      
      0 Unintelligible
      1-2 Difficult to understand, does not adhere to structured design
      3-4 Can understand the majority, but spelling and grammatical errors impede interpretation
      5-6 Can understand most, but numerous spelling or grammatical errors
      7-8 Can understand most with few spelling or grammatical errors
      9-10 Clear, grammatically correct, no spelling errors

   3. **Study Design** (Reviewers will score one category only for Study Design, a, b, or c)
      
      a. Clinical Study
         
         0-2 Case report or series with N<6
         3-4 Retrospective, no controls
         5-6 Retrospective, historical or case control
         7-8 Prospective without randomization
         9-10 Prospective, randomized controlled trial

      b. Basic Research Study
         
         0-3 Poorly designed or executed with inadequate controls
         4-6 Some deficiencies in design with some merit
         7-10 Well designed and executed with appropriate controls and interventions
c. Registry/Database Study
   0-3 Small sample size, questionable co-variates, low impact
   4-6 Medium sample size, reasonable co-variates, potential impact
   7-8 Large sample size, novel question, impactful
   9-10 Linkage study, appropriate statistical modeling, impactful

4. Sample Size
   0-3 Inadequate sample size to allow conclusions
   4-6 Questionable sample size
   7-10 Provides statistical justification of sample size and meets sample size requirements

5. Data Analysis and Conclusions
   0-3 Inadequate analysis; conclusions not supported by data
   4-6 Deficient analysis; conclusions partially related to data
   7-10 Appropriate analysis; conclusions supported by data

6. Significance
   0-3 Little if any significance; does not advance the field
   4-6 Modest contribution to the field; advances the field modestly
   7-10 Important contribution to the field

B. Author Identification
   Include presenting (first) author’s: 1) full name (family names and given names) and degree(s), 2) email addresses for abstract acceptance notifications, 3) mailing address, 4) and telephone and fax numbers. Please use the same author information for every abstract on which an author appears.

C. Category/Topic choice
   The online Abstract Submitter will require you to select ONE category from among the categories listed and ONE topic from the topics listed. A new category (Access to Care) has been added for abstracts reporting methodologies for increasing access to reproductive care locally, nationally, or internationally.

   Abstract Reviewers are individuals from the appropriate affiliated groups who review and score all submitted abstracts. The Scientific Congress Committee uses the reported scores to select abstracts for presentation during the Late-Breaking Abstract session at the Scientific Congress. All decisions by the Scientific Congress Committee are final. No changes can be made regarding date/time of presentations. Failure to follow instructions will result in the abstract not being considered for presentation.

   Abstract Categories:
All abstracts submitted during the Late-Breaking abstract submission time-period will be considered for one of the six oral presentation slots in the Late-Breaking Abstract Session and will not be sorted into content categories.

Electronic Submission Web Address: [http://www.call4abstracts.com/asrm](http://www.call4abstracts.com/asrm)
Available online June 15, 2018

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