

2010 AETA & CETA/ACTE Joint Convention
October 21-23, 2010
Charlotte-Concord, North Carolina USA
Instructions for Abstract Submission

Deadline: Must be submitted by 11:59:59 p.m. CDT on June 30, 2010

General Information: Free communication will be presented as posters, abstracts of which will be published in the meeting proceedings. The first author or a representative is **required** to present an expanded report of the data in poster format at the Annual Conference. Any ET practitioner or technician, University faculty, staff, or students, private business engaged in any practical or relevant type of embryo related research are encouraged to submit an abstract that would appeal to the embryo transfer industry. Abstract requirements and restrictions are listed below.

Authors need to be aware of patent considerations before submitting abstracts for publication.

Abstract Submission Guidelines: All abstracts **must be** submitted electronically via the World Wide Web, at <http://www.aeta.org/2010/index.asp>

Instructions for submitting the abstract are available on the web site. After the deadline, it **will not** be possible to submit abstracts. When you submit your abstract, you will be given a **tracking number** and **password**. Make a note of these; they will allow you to revise your submitted abstract at any time before the deadline.

Space limitations allow a maximum of 3,250 keystrokes (including characters, spaces, and punctuation). Begin count at the title and end count with the last key word or end of a table if one is included. Abstracts that are too long will be rejected automatically by the system. Coding for special characters is not included in the total keystroke count. If you must use boldface, italic, or sub-/superscript type anywhere in the abstract, consult the Text Attributes Coding information below. This special coding is not counted in the 3,250 allowed keystrokes. Special characters such as Greek letters and math symbols are available on the electronic submission form itself.

Abstract Requirements: The author submitting the abstract is responsible for its content and quality of preparation.

Abstracts are required for all submitted papers, all invited papers, and all symposia presented. Individual Program Committees have the responsibility to accept or reject abstracts. Criteria for acceptance or rejection will include those outlined in these instructions and "Quality Standards for Abstracts" at <http://www.aeta.org/2010/index.asp> as well as originality, clarity, and merit. Consolidation of results into one combined paper is urged whenever possible.

The Overall Program Chair has authority to restrict the number of abstracts accepted. The Program Committee Chairs have the authority to restrict the number of presentations per presenter. However, there are no limits to the number of abstracts an individual may submit. Also individual Program Committee Chairs have the prerogative to place papers submitted for oral presentation into a poster presentation (or vice versa). If withdrawal of an abstract becomes necessary, notify Dr. Brad Lindsey (brad@ovitra.com) Overall Program Chair, and Kathy Ruff at kathyr@assoqh.org or (217) 239-3325 immediately.

Abstracts must be in English and prepared strictly according to the instructions for submission. The language should be concise and avoid jargon. Abbreviations must be defined and should be used sparingly. Abstracts should consist of unpublished, original data that contains objectives, experimental methods (including statistical methods), results, and conclusions. The Overall Program Chair and two other referees will subject each abstract to rigorous scientific review. Rejection by the Overall Program Chair is final. If withdrawal of an abstract becomes necessary, notify the Overall Program Chair by June 30, 2010.

Author Notification: Authors will be sent an email by September 1, 2010 indicating the status (accept or reject) of their abstract. As soon as the program is finalized with days, times, and locations authors will be notified and it will be posted on the meeting website <http://www.aeta.org/2010/index.asp>

Author Agreements: By submitting an abstract, the author verifies (1) that the information in the submitted manuscript has never been published and is the work of the named authors, who all agree to be listed as co-authors, and (2) that the first author or a representative will present an expanded report of the data in poster form at the annual conference. Failure to present a poster after your abstract has been published in the conference proceedings can result in rejection of abstracts submitted by your laboratory in future years. Authors need to be aware of patent considerations and copyright considerations before submitting an abstract for publication.

Text Attributes Coding Information

When special text attributes, such as superscripts or subscripts, is needed, indicate these by the following coding:

To make a character superscript, type `^{3}` (superscript ³ in this example)

To make a character subscript, type `_{2}` (subscript ₂ in this example)

To make a character bold, format it like this; `word` the result will be **word**.

To italicize a character, format it like this; `<i>word</i>` the result will be *word*.

To underline a character, format it like this; `<u>word</u>` the result will be word.

Do not insert any extra spaces between the coding string and the adjacent characters in a word or expression.

Do not use your word processor's attribute functions to create bold, italics, or super-/subscripts. You must use the coding given above. Special math, Greek, and accented characters are available from the grid on the submission form itself; just click on the character you wish to insert. If your abstract includes a table, you must also include coding for text attributes in the table. This includes the superscripting and subscripting of numbers and letters in the table and the footnotes.

Please Note: Characters you choose from the boxes always appear in the character coding box. Simply highlight the code for this character then cut and paste it into the correct location in the abstract text.

If you prefer to have the call for abstracts information sent to you in a different format, please submit a request via email to kathyr@assoqh.org or call (217) 239-3325.

Thank you!

2010 AETA & CETA/ACTE Joint Convention Organizers