



Policies, Rules, Guidelines and Procedures for Online Abstract Submission

Vasculata 2009
July 28-31, 2009
Cleveland Clinic, Cleveland, OH

Call for Abstracts:

NAVBO invites you to submit a poster abstract and share your research, findings and work at the summer course, Vasculata.

1) General Information and Policies –

- a. Abstract submission deadline is 5:00 PM (EST) June 15, 2009
- b. Abstracts will only be accepted online (go to www.navbo.org/event/Vasculata and click on “Submit an Abstract”).
- c. The organizers will attempt to program all submitted abstracts but NAVBO reserves the right to reject any abstract.
- d. Complete required fields in all sections. You may exit and enter the abstract submission process as many times as needed to edit and complete your abstract until 5:00 PM (EST) June 15, 2009.
- e. We suggest that you first develop your abstract in a word processing program such as Microsoft Word or WordPerfect, and then copy and paste information into the appropriate section. Since there is no spell or grammar check function with the online submission process, copying and pasting will ensure greater accuracy. However, you should check for accuracy relating to symbols, mathematical expressions, etc. See a sample submission screen at the end of this section.
- f. **Abstract Size and Limitations:** Titles of abstracts are limited to 250 characters, the abstract text is limited to 1,500 characters (both of these numbers include spaces and punctuation). **Use Arial font, 10 point** (selection Size 2 in the pull down – see screen shot below) **DO NOT** include authors' names and affiliations within the abstract body. The name of your company or institution will appear as it does in the database. You may edit it at this time to ensure accuracy and completeness. Please enter institution names exactly the same for all authors from a single institution. Do not include references, credits or grant support; however, these should be acknowledged within your presentation.
- g. **Presentation Preference:** All abstracts will be presented in poster format only.
- h. **Topic Category:** When submitting your abstract, please select the most appropriate topic category. Additional subject matter is welcome; please select “Other - Vascular Biology” if your abstract falls out of this brief list of topics. *Topics are listed at the end of this document.*
- i. Proofread abstracts carefully to avoid errors before submission. **No proof pages will be sent to authors.**
- j. Incomplete abstracts will be deleted on July 15, 2009
- k. All correspondences will be sent via email to the submitting author only.
- l. **Submission of an abstract constitutes a commitment by the author(s) to present it.**
- m. The presenter is responsible for expenses associated with the submission and presentation of an abstract.
- n. Once the review/programming process starts, changes to abstracts can not be made (June 20, 2009).
- o. NAVBO reserves the right to assign the day and time of abstract presentations. Requests for specific times will not be honored.

2) Author Designations –

- a. It is desirable that the submitting author (or corresponding author) be the presenting author.
- b. Up to ten additional authors may be listed. Please use consistency when inputting the names of the affiliated institutions.
- c. Presenting authors must be registered for the meeting by June 15, 2009 or risk their abstract being rejected.

3) Scholarships –

Scholarships will be considered based on needs assessment - regardless of whether an abstract has been submitted or not. To apply for a scholarship go to www.navbo.org/event/vasculata or directly to the submission site at:

http://navbo-web.ungerboeck.com/spa/spa_p1_authors.aspx?oc=10&cc=109030303651

4) Important Dates –

- June 15 at 5:00pm (EDT) – Abstract submission deadline
- June 27 at 5:00pm – Deadline for special housing rate
- July 1 at 5:00pm – Deadline for scholarship application.
- July 15 at 5:00pm – Incomplete abstracts will be removed
- July 15 at 5:00pm - Deadline for withdrawal of abstracts

5) Rules for Presentation –

- 1) The size of the poster boards has not yet been determined. You will be notified of the size with notification of programming.
- 2) Please bring your own pushpins.
- 3) Headers should contain the abstract title, all authors and your program number (provided to you via email **after** all abstracts have been programmed).

6) Topic Categories –

Atherosclerosis
Developmental Vascular Biology
Genetics and Vascular Disease
Inflammation

Stem Cells in Vascular Biology
Vascular Cell Biology
Vascular Biology - Other

Topic Category:

Title: *

Abstract Text: *

Normal Arial 2 Black White Symbols

B *I* U abc x² x₂

Please select Arial 2 as the font.

You can use **bold**, *italic*, underline or ***all three!***

Superscript¹ or subscript₂

Please review your abstract to be sure all symbols - such as β μ λ α are all appearing properly.

The character limit is 1,500 (this includes spaces). Do not include the abstract title or authors in this box.

Don't forget - you must be registered for the meeting for your abstract to be accepted.

Presentation Type: