

## Guidelines for the preparation of paper and poster presentation abstracts

The deadline for the submission of abstracts is **12th July 2019**. All submitted abstracts will proceed to peer review on this date. Accepted abstracts will be included in the published meeting documents to be provided on USB flash drive and on the Society's website. A selection of the best abstracts will be published in *The Breast* journal.

The Executive Committee reserves the right to accept or reject abstracts on the basis of clinical and/or scientific content, and will select the best abstracts for oral presentation based on scientific merit. All registrants will be advised accordingly on **2nd August 2019**. Those selected and invited for oral presentation will be listed in the scientific program.

**Abstracts not following the guidelines will not be considered.**

### Size and presentation

Each abstract:

- Should contain a maximum of 300 words (excluding references)
- May have up to 2 references
- Must be typed single-spaced in 11 point Arial
- Must be free of typographical and grammatical errors
- Acknowledgements should NOT be included in abstract or poster

### Title

The title should be brief and state clearly the nature of the presentation and a maximum of 27 words.

### Authors' names

Authors should be listed by surname and initials, with the presenting author's name marked with an asterisk (\*). Degrees, titles and awards are not to be shown.

### Department of origin

Immediately following the authors' names, type the department of origin, institution, city, state, country of author.

### Body or abstract

Use the following headings:

- Background and purpose
- Methods
- Results
- Conclusions
- References (maximum of two)

### Abbreviations

Standard abbreviations may be used for common terms only. For uncommon terms, the abbreviations should be given in brackets after the first full use of the word.

### Abstract submission

Abstracts must be submitted online via this portal.  
Please provide your abstract as a Microsoft Word file.

### Type of Presentation

The final decision on the presentation type will be made by the Organizing Committee.

**Oral presentation:** The abstract will be scheduled for presentation in a designated session during the scientific program. The number of oral presentation slots is limited.

**Poster presentation:** The abstract will be selected for presentation in poster format. Posters will be on display throughout the meeting.

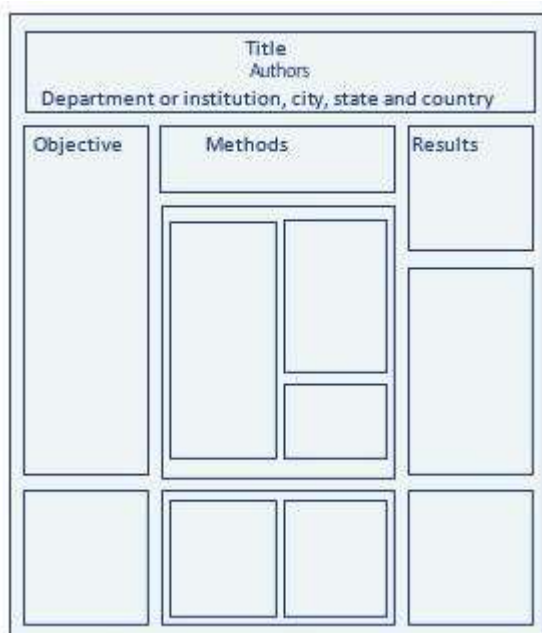
## Paper presentations

Presentations will be 5 minutes each. There will be an allocated discussion time after each group of 4 papers are presented.

## Poster presentations

- Prepare and bring with you to the meeting all components of your poster.
- The poster must include a heading panel as shown in the diagram.
- Dismantling of posters is the responsibility of the presenter.

Poster Board 1.0 m x 1.0 m – maximum size



## Important information

- Creation of a user account is required for the submission of an abstract.
- Accepted abstract presenters must register and pay their registration fees by the deadline date noted in the letter of acceptance. If payment is not received by the deadline date (or is received after the deadline date), the abstract(s) will be automatically withdrawn and will not appear in the meeting program and abstract USB.
- If there is a change in the presenting author, please inform the ASBD secretariat.
- If an abstract is accepted for oral presentation at the ASBD 12th Scientific meeting, the submitter agrees to allow ASBD to publish the abstract in the meeting program and abstract USB, on the ASBD website and in The Breast Journal.
- If an abstract is accepted for poster presentation at the ASBD 12th Scientific meeting, the submitter agrees to allow ASBD the option to publish the abstract in the meeting program and abstract USB, on the ASBD website and in The Breast Journal.

## After submission

- Submitting authors will be notified as to whether their abstract has been accepted for either an oral or poster presentation as well as the date and time of oral presentations.
- Any change in the presenting author needs to be communicated in the form of a written statement to the ASBD meeting secretariat.
- If the original presenting author is unable to present the abstract, it is that person's responsibility to ensure that one of the co-authors takes over the role and to advise the ASBD meeting secretariat.