



RULES & INSTRUCTIONS FOR SUBMITTING LATE-BREAKING ABSTRACTS

Submission opens on July 12 & closes on 11:59 p.m. ET, July 26

Eligibility & Publication

1. Large clinical trial results released after the standard abstract deadline that represent significant therapeutic advances or breakthrough basic science results on the level of a Science or Nature paper are eligible to submit as a late-breaking abstract.
 2. Abstracts are evaluated by a subset of the Program Planning Committee. They accept abstracts based on quality data. For acceptance, abstracts must:
 - a. Address an important question;
 - b. Present novel concepts, approaches, data or information;
 - c. Employ a study design that will permit the question to be answered;
 - d. Contain clearly defined endpoints;
 - e. Describe methods in sufficient detail;
 - f. Contain sufficient data to support conclusions; and
 - g. Must contain enough patients to be statistically valid and significant.
- * Case studies are **not** accepted in abstract form.
3. The electronic submission and review process are designed to ensure that no one other than authorized reviewers and the CF Foundation (CFF) will have access to abstracts. However, once an abstract is submitted, absolute security cannot be guaranteed. Therefore, it should be considered “published” when submitted.
 4. Accepted late-breaking abstracts will NOT be published in the NACFC supplement to the *Journal of Cystic Fibrosis (JCF)*.
 5. No more than **two** abstracts may be submitted by the submitting author.
 6. Authors should not split data to create several abstracts from the same work. If splitting is judged to have occurred, acceptance of all abstracts may be jeopardized.
 7. The presenting author must certify that the contents of the abstract have not been published prior to the date the abstract is submitted. In addition, abstracts that have been submitted to other organizations (ATS, SPR, etc.) should not be submitted unless they contain **substantially different** data.
 8. Read “[Guidelines for Categorizing Abstracts](#)”. Improper categorization may limit the abstract’s chances of acceptance. The abstract review committee and the CFF reserve the



right to make the final determination of the category in which the abstract will be reviewed/accepted/presented. If you are unsure which category is appropriate for your abstract, please contact us at nacfc@cff.org for assistance.

9. **Submission constitutes a commitment from the author(s) to present their poster if the abstract is accepted.** Presenting authors are required to register for NACFC. Poster presenters are encouraged to attend in-person, but virtual attendance will be permitted, as well. Only in-person attendees will be considered for Rapid Fire poster Talks, Thematic Poster Sessions and the Junior Investigator competitions. Details on length and format of the presentations will be provided to individuals noted as the abstract submitter in the acceptance notifications.
10. Regardless of whether the poster presenter is attending in-person or virtually, all posters will be available for viewing in the onsite and the online poster galleries. Every poster presenter will be required to upload their poster for printing and display at the meeting – this will be facilitated by CF Foundation staff, and you will not be required to hang your own poster. In addition, it is required for each poster PDF be accompanied with a brief audio recording. Instructions on this process will be included with acceptance notifications.
11. The author submitting the abstract (contact author) should be the abstract presenter if accepted (presenting author). CFF only sends notifications to the submitting author.
12. All expenses associated with submission and presentation of the abstract are the presenter's responsibility. Workshop or Thematic Poster Session presenters will receive a 20% registration discount. Please note the discount does not apply to virtual registration. All poster presenters will be automatically charged a \$110 poster printing fee when you register, as all posters will be printed by NACFC for display onsite. At the conclusion of the meeting, you will be able to take your poster with you if you choose.
13. Accepted late-breaking abstracts will be showcased onsite and in the virtual poster gallery, as well as in the conference mobile app.
14. Carefully proofread your abstract before submission, revisions are not permitted.
15. Only completed, **submitted** abstracts will be eligible for review. Abstracts remaining in the system as "Incomplete" after the submission deadline will be discarded.
16. Requests for withdrawal of an abstract must be received by the CFF **in writing** at nacfc@cff.org.
17. The submitting author is required to certify, on behalf of all the abstract's co-authors that if accepted:



- a. all authors are aware of and have agreed to have the abstract submitted and available on the NACFC virtual and onsite poster gallery, and the conference mobile app;
- b. author(s) will register to attend NACFC either in-person or virtually;
- c. author(s) understands that the final poster and audio recording must be uploaded by August 31; and
- d. author(s) understand that if selected, the author(s) could be audio/video recorded for presentation.

FORMATTING INSTRUCTIONS

1. Abstracts must be submitted in English.
2. Abstracts should not contain proprietary or confidential information.
3. If the drug has a generic version, the generic name(s) should be used for all drugs that qualify. If using brand names, they need to be company agnostic, not promotional, and consistent throughout your abstract(s) and presenting materials (poster, PowerPoint slides, etc.).
4. You may only upload one image or table per submission.
5. There is a limit of **3,500** characters for the body of your abstract.
6. The system will have individual text boxes for each section of your abstract. The sections are divided as: Background, Methods, Results, Conclusion, Acknowledgements, References. Sections with a red asterisk indicates a required field.
7. If including references, cite them by number in brackets before the sentence punctuation (e.g. [1]). Do not superscript reference numbers. Use AMA style when including references.
8. Genus/species names should be italicized, as well as genes, loci, and alleles; and parts of chemical names as appropriate (including *cis*, *trans*, *ortho*, and *para*).
9. Commonly used Latin terms (*in vivo*, *in vitro*) should be italicized.
10. Avoid starting a sentence with a numeral. E.g., instead of "52 subjects completed the survey," use, "Fifty-two subjects completed the survey."
11. Enter the abstract title in sentence case. The first letter uppercase and subsequent letters should be lowercase with exceptions such as proper nouns.



12. Do **not** use all uppercase or all lower-case letters in names and addresses when submitting co-authors, or when entering authors/ institutions for an abstract. Please use initial caps followed by lowercase letters (i.e., John Smith, Children's Hospital, 123 Main Street, City, State, Country).
13. If abbreviations are used, spell out the term in full upon its first use and follow it with the abbreviation in parentheses. Standard abbreviations may be used without definition, e.g., CFTR, NIH, FEV₁.
14. Do **not** include the title and/or authors/institutions in the body of your abstract.