

2018 North American CF Conference

RULES FOR SUBMITTING LATE-BREAKING ABSTRACTS

Submission Deadline: September 5, 2018, 11:59 p.m. EDT

Please read carefully and print a copy for reference before beginning the submission process.

1. Breakthrough studies offering exciting new data are eligible for submission as late-breaking abstracts.
2. Abstracts are evaluated by a subset of the Program Planning Committee. They accept abstracts on the basis of quality of the exciting new data. To have a chance 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. Clinical studies must contain enough patients to be statistically valid and significant.
3. Accepted late-breaking abstracts will be displayed in their own poster section in The Exchange.
4. Accepted late-breaking abstracts will also be posted on the NACFC mobile app, but will not be published in the NACFC supplement to *Pediatric Pulmonology*.
5. Submission of an abstract constitutes permission to post the abstract to the NACFC mobile app. The electronic submission and review process is 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.
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. All accepted abstracts will be presented in 4'x4' poster form and displayed in the The Exchange.

8. 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.
9. The presenting author will also be required to certify, on behalf of all of 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 mobile app
 - b. Author will personally attend NACFC to present the abstract
10. **Submission of an abstract constitutes a commitment on the part of the author(s) to present the abstract at the conference, if accepted.** Failure to present an accepted abstract at the NACFC will be grounds for non-acceptance of an author's abstract(s) in the future.
11. **The author submitting the abstract (contact author) MUST be the person who will present the abstract if it is accepted (presenting author). No changes of presenting author will be accepted after submission.** The person submitting an abstract as presenting (contact) author must warrant that he/she will personally attend NACFC and present the abstract, if accepted.
12. No more than **two** abstracts may be submitted by any first author.
13. All expenses associated with submission and presentation of the abstract, including conference registration fees, are the responsibility of the presenter.
14. Read "Guidelines for Categorizing Abstracts". Proper categorization will lead to referral to the appropriate review group. 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. **Note:** If you are not sure which category would be most appropriate for your abstract, please contact the CF Foundation at 301-841-2673 or nacfc@cff.org for assistance.
15. Revisions to abstracts after the submission deadline **will not be permitted**. Please proofread your abstract carefully before submitting it.
16. Only completed, **submitted** abstracts will be eligible for review. Abstracts remaining in the system as "drafts" after the submission deadline will be discarded. **Remember:** If you return your abstract to draft status for editing, you **must** re-submit the abstract by clicking on "Step 10: Proof & Submit" in the sidebar menu.
17. Requests for withdrawal of an abstract must be received by the CFF **in writing** at nacfc@cff.org. Withdrawal of abstracts without sufficient justification may jeopardize acceptance of an author's abstract(s) in the future.
18. **Do not** submit case studies in abstract form.