LATE-BREAKING ABSTRACT SUBMISSION
Guidelines and Requirements

Deadlines

November 2024: Abstract site opens

December 8, 2024: Abstract submissions due, 11:59 p.m. PST

mid-January 2025: Abstract submitters receive submission status notification

Submission Form

Late-breaking abstract submission is intended for abstracts with late-breaking data that was not known or fully available by the original submission deadline. The Late-breaking Abstract deadline is not intended for abstracts to be submitted "late" or to be an extension of the general submission deadline. Late-breaking abstracts should present data that are high impact, ground breaking, innovative, and of high scientific significance to the specialty. Medically challenging cases are not accepted for late-breaking submission.

For late-breaking abstracts, authors need to justify why the abstract is considered late-breaking during submission.

Late-breaking abstracts will be considered for in-person poster presentation during the meeting only; they are not eligible for oral presentation.

Before beginning your submission - please note:
When copying text into the form, including the abstract title, please do so from a plain text editor (like Notepad). Please avoid copying directly from a word processing program (like Microsoft Word). This will ensure any special characters in your abstract are preserved without adding any unnecessary formatting such as HTML that can cause issues. Subscripts, superscripts, special characters, and Greek and mathematical symbols are available to add into each field as needed.

The online abstract submission form will request for the following information:
*Indicates a required field

*Title / References

Title: Must clearly reflect the abstract content and include any animals used.

References: List references in the order in which they appear in the abstract. Cite only the name of the publication, volume, page number, and year.

*Authors

There are 3 types of authors that may be added for each abstract:

- **Submitter Only** – If listed as Submitter Only, this role will NOT be published with the abstract. *If you're the submitter but also a presenting author or co-author of the abstract, please edit your listed role by clicking on the "Role" column next to your name and selecting the appropriate role.*
- **Presenting Author** – The person who will attend the meeting and present the poster or abstract. This person will be listed first on the published abstract.
- **Author** – Add all co-authors in the order you want them published on the abstract.

Please Note:
- The submitter will receive all communication regarding the abstract.
- The Author listing will appear all meeting materials and publications exactly as submitted below; changes cannot be made once the deadline has passed.
- Should you change the presenting author for the meeting, we are unable to change the author listing and it will be published as it was submitted.

*Introduction
Describe the purpose of the study.

*Methods
Provide clear statements in the following areas: Research design; research setting; number of patients enrolled in the study and how they were selected; a description of the intervention (if appropriate); and a listing of the outcome variables and how they were measured. Describe the statistical methods used for analysis.

*Results
Describe the subjects that were included and excluded from the study. List the frequencies of the most important outcome variables. If possible, present comparisons of the outcome variables between various subgroups within the study (e.g., treated vs. untreated, male vs. female).

*Conclusions
Summarize the conclusions supported by the data presented in the abstract and further implications of the study.

*Category
- *Stage of research:
  Indicate your stage of research (select 1).
    - Clinical Study
    - Preclinical Study

- *Area of focus for research:
  Select the area of focus for your research (select 1).
    - Basic Science Research
    - Clinical Research
    - Translational Research

*Subspecialty Category
Airway Management	Geriatric Anesthesia
Ambulatory Anesthesia	Global Health
Anesthetic Pharmacology	Liver
Blood Management	Neuroscience in Anesthesiology and
Cardiovascular Anesthesiology	Perioperative Medicine
Critical Care	Obesity
Economics, Education and Policy	Obstetric Anesthesiology

Pain Mechanisms	Respiration
Pain Medicine	Sleep Medicine
Patient Safety	Technology, Computing and Simulation,
Pediatric Anesthesiology	Equipment Monitoring
Perioperative Anesthesia	Trauma
Regional Anesthesia	

*Additional Information

- ***Presenting Author Level of Training (Select one)**
    - In-Training
    - 1-6 Years after Training
    - 7-10 Years after Training
    - 11 or More Year after Training

- **Please indicate presenting author's current role (select one):**
    - Assistant Professor
    - Associate Professor
    - Attending
    - Early-Career
    - Faculty
    - Junior Faculty
    - Fellow
    - Graduate Student
    - Mid-Career
    - Medical Student
    - Physician Assistant
    - Post-Doc
    - Principal Investigator
    - Research Associate
    - Resident
    - Other (please specify)

- **Images/Charts:**
  Charts may be created or uploaded in this step of the submission process. **There is a limit of five (5) total images or charts per abstract.** The Images / Charts are not included in the total character count. You may only upload files 200 MB or less and in one of the following file formats: jpg, gif, pdf, doc, or docx. **Each upload should contain only ONE image/chart per file**. **Do not upload documents of more than 1 page.**

Submission Rules
- The Late-Breaking Abstract submission site **does not accept Medically Challenging Case submissions**.
- Authors must justify why the abstract is considered late-breaking.
- Revisions are not allowed after the deadline. *The abstract will be listed in all program materials as submitted.*
- There are no restrictions on the number of submissions per submitter or presentations per presenter.
- The abstract text must be in English.

- The Introduction, Methods, Results and Conclusions sections cannot exceed 4500 characters (including spaces) total. Each section cannot exceed 2500 characters (including spaces).
- Brand Names are prohibited. Please use the generic name.
- Abstract reviews are blinded. Do not include the institution in the abstract body or title.
- Research presented at the Annual Meeting should not be published in an indexed journal prior to the 2025 Annual Meeting.

Human Subjects

- Human subjects should not be identifiable. Do not disclose patients' names, initials, hospital numbers, dates of birth, or other protected health care information.
- Please review the **WMA Declaration of Helsinki - Ethical Principles for Medical Research Involving Human Subjects:** https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/.
- Retain copies of the IRB approval and documentation of written informed consent from each study subject.
- Please review the **US Department of Health & Human Services Guidelines:** https://www.hhs.gov/hipaa/for-professionals/privacy/special-topics/de-identification/index.html#standard.

Animal Subjects

- Research performed in vertebrate animals must explicitly state that the study was approved by the authors' IRB for animal research (e.g., the Institutional Animal Care and Use Committee).
- Please review the **US Public Health Service Policy on Humane Care and Use of Laboratory Animals:** https://olaw.nih.gov/policies-laws/phs-policy.htm.

Poster Presenter Reimbursement Policy

Poster presenters at the Annual Meeting are responsible for all expenses including registration, hotel and travel.

Submission Best Practices

- **Originality and Scientific Merit:** Were novel concepts or approaches used? Does the abstract challenge existing paradigms or develop new methodologies or technologies? Does the abstract address an important problem? Was scientific knowledge advanced?

- **Quality and Integrity of Research Design and Data Analysis:** Is the study design clearly described? Are issues of reliability and validity of the measures addressed? Are the statistical analyses appropriate?

- **Conclusions:** Are conclusions clearly stated? How well are the conclusions justified by the data?

- **Technical Writing:** Is the abstract clearly written and well-organized, or is the abstract difficult to follow and unfocused? Are there virtually no spelling, punctuation, or grammatically errors, or do the errors pose a distraction to the content provided in the abstract submission?