



## Scientific Poster Abstract Submission Frequently Asked Questions (FAQs)

**1. When/where is AAPM 2020?**

AAPM 2020 will be held February 26-March 1, 2020, at the Gaylord National Resort & Convention Center, National Harbor, MD.

**2. What is the deadline for scientific poster abstract submissions and how do I submit?**

Scientific poster abstracts must be submitted to the [AAPM Submission Center](#) by 5 pm CT on September 11, 2019.

**3. My research will not be ready for submission by September 11. What can I do?**

In early 2020, AAPM will open a call for late-breaking abstracts. Late-breaking abstract submissions are limited to highly significant and newsworthy research abstracts unavailable by September 11, 2019.

**4. Who can submit a scientific poster abstract?**

Only lead authors may submit poster abstracts. Lead authors must alert all authors named on a given abstract in advance of submission.

**5. What information do I need to include with my submission?**

Abstract title and category; lead author contact information, bio, photo, and disclosures; co-author names, emails, and professional affiliations; and 250-word-maximum abstract text body, with up to three references, are required for submission. Funding of the project also must be listed. **AAPM will not accept any previously published, previously accepted for publication, or previously presented abstracts (see #9).**

**6. What information should I include in the scientific poster abstract text body?**

We encourage you to consider using the [STROBE recommendations](#) in structuring and preparing your abstract. Recommended abstract format: Introduction/Statement of the Problem, Materials and Methods, Results, and Conclusions. A statement regarding the protocol used to recruit human subjects and obtain appropriate IRB approval should be included in the Materials and Methods section.

**7. What are the clinical categories for submissions?**

Basic science, epidemiology/healthcare policy/education, pharmacological, procedures, psychosocial, rehabilitation, translational.

**8. Can I use a scientific poster abstract to promote a commercial product?**

No. Abstracts must be free of commercial bias. Any information regarding commercial products must be based on generally accepted scientific methods. Any discussion of particular pharmaceuticals or devices will use generic names, when possible, and will be in the context of a review of the full range of therapeutic options.

**9. Can I submit a scientific poster abstract that has been previously published?**

No. AAPM will not accept any previously published, previously accepted for publication, or previously presented poster abstract. Abstracts must summarize an original contribution and must not have been presented, published, or submitted for presentation or publication elsewhere.

**10. My project was funded. What should I do?**

Please list any funding received for the research your abstract research presents.

**11. Can I include charts, graphics, or images?**

Yes. Charts, graphics, or images up to 15MB in size may be included in your submission but will not appear alongside the abstract if published in *Pain Medicine*.

**12. Do I have to present my findings in person?**

Yes. By submitting a scientific poster abstract, you are agreeing that you, or a co-author designated by you at the time of submission, will present the abstract in poster form during the Annual Meeting. Poster presenters must register for the entire Annual Meeting and are responsible for all expenses incurred in registering for, traveling to, and attending the Annual Meeting.

**13. Does AAPM present any poster awards?**

Yes. The Scientific Poster Abstract Committee may select up to 6 abstract submitters to present their research during a live educational session at AAPM 2020. Winning abstract faculty are entitled to all benefits provided to Annual Meeting speakers.

**14. When/where will I present my poster?**

Scientific posters are displayed in the AAPM Resource Center Thursday, February 27, through Saturday, February 29. Presenters must set up their posters on Thursday afternoon and to attend Thursday and Friday evening presenter-attended poster sessions, as well as optional Friday and Saturday breaks in the Resource Center to answer questions about their research.

**15. When/how will I be notified of scientific poster abstract acceptance?**

Notification of selection will be emailed to lead authors (only) in October 2019. It is the responsibility of the lead author to notify co-authors of an abstract's acceptance for presentation.

**16. Will my abstract be published?**

Only abstracts that are presented in-person, in poster form, during AAPM 2020 will be published in *Pain Medicine*. AAPM will maintain the copyright for all abstracts published in *Pain Medicine*.

**17. What if I need to withdraw my abstract and/or change presenter after submission?**

Contact AAPM Director of Education, [Jennifer Westlund](#), immediately.

**18. I have a question not answered above, who should I contact?**

Contact AAPM Member Services by [email](#) or by phone at 847-375-4731 during normal business hours.