2018 Call for Abstracts

Information for Submitters/First Authors

The ACMG Annual Clinical Genetics Meeting will be held from April 10 – 14, 2018 in Charlotte, North Carolina. The goal of the ACMG annual meeting is to present the best new scientific research in all areas of genetics and genomics.

Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 2017</td>
<td>Online abstract submission site opens</td>
</tr>
<tr>
<td>December 8, 2017</td>
<td>Deadline to submit an abstract(s)</td>
</tr>
<tr>
<td></td>
<td>Deadline to submit for an award</td>
</tr>
<tr>
<td>December 20, 2017</td>
<td>Acceptance/rejection communicated</td>
</tr>
<tr>
<td>January 5, 2018</td>
<td>Deadline for Early Bird Registration</td>
</tr>
<tr>
<td>February 16, 2018</td>
<td>Deadline Poster Withdrawal</td>
</tr>
<tr>
<td>March 26, 2018</td>
<td>Platform PowerPoint presentation deadline</td>
</tr>
<tr>
<td>April 10 – 14, 2018</td>
<td>ACMG Annual Clinical Genetics Meeting, Charlotte, North Carolina</td>
</tr>
</tbody>
</table>

Eligibility

To submit an abstract, the following criteria must be met:

Research and/or studies must fit into one of the ACMG 2018 Abstract Review Categories.

- Clinical Genetics
- Cancer Genetics
- Molecular Genomics/Exome Sequencing
- Clinical Cytogenetics and Genomics
- Pre- and Perinatal Genetics
- Biochemical/Metabolic Genetics
- Genetic Counseling
- Health Services/Implementation
- Legal & Ethical Issues
- Education
- Therapeutics
Responsibilities of the First Author/Presenting Author

- The first author listed for each abstract serves as the presenting author and as the primary contact for all correspondence regarding the abstract, unless otherwise specified under the “Contact Information” section of the online abstract submission system.
- The presenting author is the First Author and must be one of the co-authors listed on the submitted abstract.
- The presenting author is responsible for the following:
  - Ensuring that all authors have read the abstract and agreed to be co-authors. Failure to get approval from all authors will result in rejection of the abstract.
  - Notifying all co-authors of any additions, deletions, and changes to the program, as may be communicated by ACMG.
  - Obtaining all of the conflict-of-interest disclosure and copyright transfer information from co-authors. This information is to be kept on file by the presenting author. If the abstract is accepted for a platform presentation, then the documentation may be requested by the ACMG office for review.
  - If accepted for a platform presentation then the presenting author must forward all correspondence to all co-authors, including ACMG policies and guidelines and the Accreditation Council for Continuing Medical Education (ACCME) Standards for Commercial Support for Continuing Medical Education (CME). These documents can be downloaded upon platform acceptance.
- An individual may be first author (i.e., presenting author) of more than one abstract. If the first author should have multiple accepted posters and has a conflict with the poster presentation schedule, then it is acceptable to designate one of the co-authors to present one of the posters. The abstract number determines the schedule. The number of an abstract cannot be changed.

Authors’ Consent and Waiver of Claims

- Each abstract author agrees and certifies that he or she:
  - has read all of the rules and agrees to be bound by them,
  - is responsible for submission of the abstract in accordance with the rules, and
  - waives any and all claims against ACMG and any reviewer arising out of or relating to the abstract submission and review process, including but not limited to peer review and the grading of abstracts.

Abstract Submission Requirements:

- The abstract must address scientific questions, detail clinical observations, or contain primary scientific data.
Authors assign copyright of the abstract to ACMG upon submission, unless one of the authors is a U.S. Federal employee (in such case, ACMG does not hold copyright). This means that the identical abstract may not be republished or submitted to another meeting.

All research and studies reported in submitted abstracts that involve human and animal subjects must comply with the guiding principles for experimental procedures found in the Declaration of Helsinki of the World Medical Association.

Interim analysis of a prospective randomized clinical trial will be considered only if it is performed as planned in the original protocol and is statistically valid. If your abstract involves interim analysis, use the Interim Analysis of a Clinical Trial section of the abstract form to explain the details of your study. The reviewers will have this information available during their evaluation.

No revisions can be made after the abstract submission deadline (December 8, 2017).

The presentation at the annual meeting must reflect the submitted abstract. In particular, the abstract title, authorship, and scientific content of the presentation at the annual meeting must match the submitted abstract, although updates on results may be added by December 8, 2017.

Abstracts should be written in clear and concise English, so that reviewers can focus solely on the scientific merits of the submission. We encourage non-English-speaking authors to have their abstracts checked for grammar and spelling prior to submission.

It is assumed that the presenting author will have adequate command of English to present and to respond to questions. If that is not the case, the authors should choose a poster as their preference.

Abstracts can be submitted if:
- It is unpublished and original
- Accepted for publication but not yet published
- Encore presentations are allowed, only if material was previously presented at a non-genetics meeting within the last 6 – 12 months.

**Preferred Presentation Format**

During submission, submitters must choose the formats in which they would like to present their abstract. **The choice must be made at the time of submission and cannot be changed after the review committee has reached its decision.**

**Submission format options:**

1. Poster Presentation Only
2. Platform Presentation Only
3. Platform or Poster Presentation (abstract is reviewed and if accepted, it will be either as a platform or a poster presentation)

Authors select presentation format for submission (above). Abstracts noted with a preference for poster presentation only will NOT be considered for a platform presentation, regardless of score.
Abstract Review and Selection Process

- After the submission deadline, all completed and eligible abstracts will be made available to the ACMG Abstract Reviewers for review and scoring, and final decisions will be made by the Abstract Reviewers in late December, 2017.
- Abstracts will be evaluated and scored solely on their scientific merits.
- Incomplete abstracts will not be reviewed.
- The same study must not be submitted as multiple abstracts. Abstracts that are simply different versions of a single study will be rejected.
- Abstracts will be peer reviewed according to the subject categories. Authors must indicate during online submission the appropriate review category (one only). All category selections will be final. There will be NO re-classification of abstracts after the abstract submission site has been closed. Abstracts submitted to the wrong category are scored in that category and usually fare poorly.
- All abstracts submitted will be considered eligible for one presentation format as requested: either plenary, platform (scientific session), or poster.
  - Platform Presentations are formal platform presentations (15 minutes) that include a brief discussion. Of the abstracts selected, four of the highest rated will be featured in a special plenary session.
  - Poster Sessions allow the viewing of a poster illustration of the abstract. Authors are expected to post and remove posters at designated times and to be at their posters to answer questions during the time designated for poster presentations. Poster presentations are assigned as to presenting on Thursday or Friday, April 12th or 13th. This assignment will not be changed and presenters are required to be at their posters during the designated time. Top rated abstracts selected for Poster Presentation will be highlighted in the Exhibit Hall and ACMG Program.

Acceptance/Rejection Notification

- Notification regarding acceptance or rejection of abstracts will be sent to the presenting author in late December 2017 by email; consequently, an accurate email address is critical. If your abstract is accepted, the email will specify whether it is accepted as platform or poster presentation. If you have not received an email notification by December 22, contact Education@ACMG.net.
- To ensure that you can receive email correspondence from ACMG, please make sure that your email software can receive mail from the acmg.expoplanner.com and acmg.net domains. If after completing your submission you don’t receive a confirmation email from the abstract system, you must contact your system administrator and make sure that both domains are added to your email address whitelist. Ask your IT department to allow email from ip4:209.221.30.128/27.
- The decision of the ACMG Program Committee regarding acceptance and presentation of abstracts is final.
• Once your abstract has been accepted, we are NOT able to renumber it to accommodate your schedule. So, if your abstract is designated as an odd number poster, we cannot renumber it as an even number to allow you to present on a different day. Posters remain up throughout the meeting.
  Poster Presentations ODD Numbers   4/12 10:00am-11:30am
  Poster Presentations EVEN Numbers  4/13 10:30am-12:00pm

• Presenters of accepted posters will also have the option to submit their poster as an ePoster. This is in addition to presenting a printed poster at the meeting. Printed posters should be created in the following dimensions, to comply with ePoster requirements: 42” x 44” OR 44” x 44”

Abstract Withdrawal

• Once an abstract is accepted, a written request to withdraw must be submitted no later than February 16, 2018, to Education@ACMG.net if the first author decides to withdraw the abstract for any reason. Abstract withdrawal requests received after the deadline will be considered on a case-by-case basis.

• ACMG reserves the right to withdraw abstracts that are in violation of the College’s policies and guidelines, have been deemed scientifically unsound, or have been found to include inaccurate data, etc.

Abstract Submission Policies

1. Conflict-of-Interest Disclosure Policy
   • ACMG is committed to ensuring the integrity of its scientific, educational, and research programs. The ACMG Conflict-of-Interest Policy requires disclosure of any financial or other interest that might be construed as resulting in an actual, potential, or apparent conflict.
   • ACMG abides by rules formulated by the Accreditation Council for Continuing Medical Education (ACCME) that require that you disclose any relevant financial relationship you or your spouse/partner have had within the past 12 months. For this purpose, “relevant financial relationships” are those from which you have received or may receive financial benefit and which are related to the CME content.
   • As a continuing medical education (CME) provider accredited by the ACCME, ACMG must ensure balance, independence, objectivity, and scientific rigor in all presentations at the ACMG annual meeting.
   • By completing this section of the online abstract submission, you agree that you have read the ACMG Conflict-of-Interest Policy and that you understand and support its intent.
   • This policy is not intended to prevent a presentation; it is merely intended to openly identify potential conflicts so that audience members may form their own judgments about the presentation with a full disclosure of the facts.
Author Responsibility Regarding Conflict-of-Interest Disclosure

- The presenting author must complete the online financial disclosure form.
- Presenting authors/submitters and are required to provide any relevant information concerning personal or professional circumstances and relationships that might reasonably be expected to affect the audience’s view on the presentation.
- This includes relationships with pharmaceutical companies, biomedical device manufacturers, or other companies whose products or services are related to the subject matter of the presentation topic. If no relevant relationships exist, this must be stated as well.

What to Disclose
You must disclose the relationship and state the name of the company for each of the following areas in which you maintain a relationship. You will have the option to note that there is no information to disclose or to provide disclosure information pertinent to the abstract. Disclosed information pertinent to the abstract may include the following areas:

- Employment/Salary
- Consultancy
- Ownership interests (including stock options) in a start-up company, the stock of which is not publicly traded
- Ownership interest (including stock options, but excluding indirect investments through mutual funds and the like) in a publicly traded company
- Research funding
- Honoraria directly received from an entity
- Patents and royalties
- Paid expert testimony
- Membership on an entity’s board of directors, speaker’s bureau, or its advisory committees
- Any other financial relationship and list organization and relationship

Off-Label Use
You will be required to note whether your presentation will include discussion of off-label use of products. If so, you must provide a brief explanation.

Other Areas
During the disclosure submission process, you will also be required to indicate your compliance with the following:

- If you are providing recommendations involving clinical medicine, these recommendations will be based on evidence that is accepted within the profession of medicine as adequate justification for their indication and contraindications in the care of patients. All scientific research referred to in support of a patient-care recommendation will conform to generally accepted standards of experimental design, data collection, and analysis.
○ The content of the information with which you are involved will promote quality in health care or advances in science and will not promote a specific proprietary or commercial interest. Content for this publication will be well-balanced and unbiased.

ACMG Statement on Commercial Interest
Disclosure Statement

In accordance with the Accreditation Council for Continuing Medical Education (ACCME) and the policy of the American College of Medical Genetics, all individuals responsible for the content of this program have disclosed the existence of any relevant financial interest and/or other relationship(s) they might have with any manufacturer(s) or provider(s) of any commercial product(s) or service(s) discussed in this program: receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (e.g., stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities for which remuneration is received or expected.

Content Validation and Fair Balance

1. ACMG follows the ACCME policy on Content Validation for CME activities, which requires:
   a) All recommendations involving clinical medicine must be based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients.
   b) All scientific research referred to, reported or used in CME in support or justification of patient care recommendations must conform to the generally accepted standards of experimental design, data collection and analysis.

2. Activities that fall outside the definition of CME/CE; “Educational activities that serve to maintain, develop, or increase the knowledge, skills, and professional performance and relationships that a physician uses to provide services for patients, the public, or the profession” (source: ACCME and AMA) will not be certified for credit. CME activities that promote recommendations, treatment, or manners of practicing medicine or pharmacy that are not within the definition of CME/CE or, are known to have risks or dangers that outweigh the benefits or, are known to be ineffective in the treatment of patients.

3. Presentations and CME/CE activity materials must give a balanced view of therapeutic options; use of generic names will contribute to this impartiality. If the CME/CE educational materials or content includes trade names, where available, trade names from several companies must be used.
How to Submit an Abstract
The abstract submission site opens in October 2017.

All abstracts must be submitted by Friday, December 8, 2017, 11:59 pm PST. Submissions that are incomplete by the deadline will be rejected.

• Abstracts must be submitted online through the official online abstract submission system. Emails and word processing files not submitted through the site will not be accepted.
• Once you have submitted the title page information, a draft of your abstract will be saved, and you will be able to return to edit and update it at any time until December 8, 2017, at 11:59 p.m., PST. You will receive an email providing a link to your submission.
• Any technical questions regarding the submission process should be directed to acmgcfp@tmiexpos.com, 1-301-244-2664 (9-5 EST Monday to Friday).

Preparing an Abstract for Submission

Contact Information

• Your name, degree, institution, address, phone number, and email address must be provided. As the corresponding author, you will receive all future correspondence from ACMG.
• The corresponding author should be the first author (presenter) of the abstract, unless otherwise noted during submission.

Co-Authors

• Names of co-authors and institutions must be provided. Changes will not be made to the spelling of authors’ names after the submission deadline; please proof your co-authors’ names carefully.

Copyright Policy

• All authors must assign copyright of the abstract to ACMG, unless one of the authors is a U.S. Federal employee (in such case, ACMG does not hold copyright).

Abstract Title

• The abstract title should be brief and clearly indicate the nature of the abstract. You may use up to 20 words.
• The abstract title must be in title case. Capitalize all nouns, pronouns, adjectives, verbs, adverbs, and subordinate conjunctions (i.e., as, because, although). Except for the first word of the title, lowercase all articles, coordinate conjunctions (i.e., and, or, nor), and prepositions, regardless of length. Also, lowercase “to” when used as an infinitive.
- Additionally, keep letters lowercase if the lowercase letters have a specific meaning, such as aCGH or NIPT.
- Do not put a period at the end of the title.
- For example: Cancer Genetics: Translation of New Concepts to Clinical Care

**Use of Product Names**

- Non-proprietary (generic/scientific) names should be used and should be lowercase.
- If necessary, you may include a proprietary name in parentheses directly following the generic name after its first mention in the body of the abstract; the first letter of the name of a proprietary drug should be capitalized. ACMG reserves the right to replace proprietary names with generic names to adhere to this policy.

**Abbreviations**

- Use standard abbreviations. Place abbreviations in parentheses immediately after the first mention of a term or phrase; the abbreviation can then be used throughout the abstract.

**Abstract Body, Tables, and Figures**

- Abstracts submitted for the ACMG annual meeting are published online. It is the responsibility of the author to proofread the abstract carefully.
- You are allotted 4,200 characters (including spaces) for your abstract. The program will not allow submission if the maximum number is exceeded. If you cut and paste from a word document, use the Special Characters or Symbols menu to enter Greek letters, symbols, and for inserting HTML code such as bold, italic, super and subscripted symbols. Please note: scroll to the bottom of the special character’s menu to locate HTML code such as bold, italic, super and subscripted symbols.
- The abstract may be structured (i.e., abstracts divided into sections using terms such as Introduction, Methods, Results, Conclusions, etc.) or unstructured.
- Do not use bold type or underline formatting. Italic type is acceptable.
- Text may be in multiple paragraphs.
- Special Greek and mathematical symbols are available in a character map within the submission system.
- Use numerals to indicate numbers, except when beginning sentences.
- Simple tables and graphs may be included. The online abstract submission system provides step-by-step instructions on inserting tables and graphs in the preferred HTML format.
- Any references should be noted as citations within the text and not as footnotes at the end.
Abstract Awards (Geneticist-in-Training and Genetic Counselor)

David L. Rimoin Inspiring Excellence Award

The ACMG Foundation for Genetic and Genomic Medicine will issue the David L. Rimoin Inspiring Excellence Award given to a selected student, trainee, or junior faculty ACMG member whose abstract submission is chosen as a platform presentation during the 2018 ACMG Annual Clinical Genetics Meeting. In recognition of their selected presentation, The Rimoin Fund covers the travel costs for the recipient to attend the meeting.

How to be considered for the David L. Rimoin Inspiring Excellence Award:

• All geneticists-in-training, who are both first author and presenter of the abstract, are automatically considered for an Abstract Award. Therefore, you must first identify as a geneticist-in-training and then select the appropriate training category (undergraduate student, medical student, graduate student, resident physician, or post-doctoral fellow) in the online abstract submission system.

• As a geneticist-in-training, you are required to submit a letter from the senior investigator overseeing your research confirming your status as a geneticist-in-training. The deadline for receipt of the geneticist-in-training letter is, therefore, December 8, 2017. There will be no exceptions.

• Your letter must be typed on your institution’s letterhead, signed by the senior investigator, saved in PDF format, and uploaded to the online abstract submission system.

• Please include the following items in your letter: Author name (this is the geneticist-in-training who is the presenting/contact author); Confirmation of your status as a geneticist-in-training

• Abstract Award recipients will be notified if they will receive an award in January 2018. You must attend the meeting and present your abstract to receive your award.

Eligible candidates interested in entering the competition will indicate so during the abstract submission process.

Abstract Award recipients will be notified if they will receive an award in January 2018. You must attend the meeting and present your abstract to receive your award.

Carolyn Mills Lovell Genetic Counselors Award

ACMG supports special recognition and a Carolyn Mills Lovell Genetic Counselors award for a high-scoring abstract submitted by a genetic counselor.

The ACMG Foundation for Genetic and Genomic Medicine will be giving the Carolyn Mills Lovell Genetic Counselors Award to the first author of the highest rated genetic counselor-authored abstract submission for the scientific program during the 2018 ACMG Annual Clinical Genetics Meeting.
How to be considered for the Carolyn Mills Lovell Genetic Counselors Award

Applicants must be certified or board-eligible Genetic Counselors or genetic counseling graduate students enrolled in an accredited genetic counseling training program and do not have to be an ACMG member.

Eligible candidates interested in entering the competition will indicate so during the abstract submission process.

The Carolyn Mills Lovell Genetic Counselors Award will be presented to the recipient at the 2018 ACMG Annual Clinical Genetics Meeting. In addition, the recipient will be identified with a paragraph about the Award in the onsite Program and Abstract Book and in a press release. In recognition of their selected presentation, a $1000 award will be given to the recipient to attend the meeting.

Electronic Signature

Completion of all required disclosure information in the online abstract submission system serves as an agreement and is accepted in lieu of a faxed signature. It certifies the ACMG abstract submitter’s understanding of the rules for participation contained in the online abstract submission program and affirms that:

1. All authors approve of submitting this work for presentation and publication;
2. The author(s) transfer(s) all copyright ownership of the named abstract to the American College of Medical Genetics and Genomics (except when one or more authors are U.S. Government employees);
3. All authors have read the ACMG Conflict-of-Interest Policy and have acted in accordance with that policy;
4. The author(s) agree(s) to materially confine the presentation to information in the abstract, if accepted for presentation. If an author has more than one abstract accepted, each presentation will be materially confined to the information in the abstract selected for the specific session;
5. The presenting author will be available to present the abstract if selected for the program. The author(s) will immediately notify ACMG if the first author is not the presenting author.
Contact Information

Send related correspondence and questions regarding abstract submissions or notifications to Education@ACMG.net.

ACMG Annual Meeting Registration and Housing

• Please note that submitting an abstract does not register you for the ACMG annual meeting.

• To register, you must complete and return an Attendee Registration Form, or register online through the ACMG website when registration opens October 2017.

• To reserve a hotel in the ACMG room block, visit the housing and travel section of www.acmgmeeting.net - housing will open in October 2017. To make a hotel reservation, you must be registered first for the meeting.

Please note - notification of acceptance of Abstracts occurs in December, which is close to the Early Bird Deadline of January 5, 2018. The hotel block for this meeting frequently fills by mid to late January so early registration is advised.