

ASRM 2021 SCIENTIFIC CONGRESS & EXPO
Baltimore, Maryland, USA

CALL FOR LATE-BREAKING ABSTRACTS

Submission of an abstract for presentation implies presenting author attendance and participation at the 2021 Virtual Scientific Congress.

Do you have high-impact results of a research study after the initial deadline passed for submitting an abstract for the ASRM 2021 Scientific Congress?

The ASRM 2021 Scientific Congress Program Committee invites you to submit a late-breaking abstract for consideration for a special "Late-breaking Abstract" session at our ASRM 2021 Scientific Congress this October 17 – 20, in Baltimore, Maryland (USA). Six (6) abstracts will be selected on the basis of impact for oral presentation and WILL be published in the Abstract Supplement to *Fertility and Sterility*.

Abstracts previously submitted through the regular abstract submitter will NOT be considered. Limit one submission per primary author to the Late-breaking Abstracts. The Scientific Congress Program Committee is looking for novel and innovative submissions with high-impact data. Abstracts must be submitted through the online Submitter program BEFORE 5:00 PM US Eastern Daylight Time on Wednesday, July 14th, to be considered. Disclosures for all authors must be complete at that time.

Notifications of acceptance for presentation of a late-breaking abstract will be sent *via primary author's email* beginning August 31st. If you do not hear by September 8th, please email asrm@confex.com.

Preparation Guidelines and Instructions

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Abstracts must be submitted electronically through the online Submitter program which will be available Wednesday, June 16, 2021, at the following Web address:

<https://asrm.confex.com/asrm/2021/cfp.cgi>

Final Date for Submission of Late-breaking Abstracts: Wednesday, July 14, 2021, 5:00 p.m. Eastern Daylight Time.

Technical support provided via email (asrm@confex.com) or phone +1 (401) 334-0220 between the hours of 8:30 AM and 6:00 PM Monday through Friday, US Eastern Time (GMT -05:00).

Changes from previous years:

1. Submission ends on Wednesday, July 14, 2021 at 5:00 p.m. (EDT).
2. **ASRM has updated the 5 headers in the Abstract Text section.** Read over the instructions for abstract submission below to see the new **required** headers.
3. **ASRM has recategorized the abstracts into new categories and sub-categories.** Please familiarize yourself with the new setup within the system, as this will impact how you submit.
4. **ALL author disclosures are required before abstract data can be input on an abstract.** No authors can be added after the abstract submission deadline.
5. **Study design** is now selected on the first step from a drop-down list of options.

ASRM GENERAL LATE-BREAKING ABSTRACT SUBMISSION GUIDELINES & REQUIREMENTS

SUBMISSION REQUIREMENTS

- All abstracts must be submitted electronically via the abstract submission site and not by fax or email. Only the authors of the abstract can submit the abstract – neither ASRM staff nor the technical support staff can submit abstracts on behalf of the authors. Fax, email, and postal submissions will not be accepted.
- All abstracts must be submitted before the submission deadline of Wednesday, July 14, 2021 at 5:00 p.m. (Eastern Daylight Time). Late submissions will not be accepted.
- ***Submission of an abstract for consideration for presentation implies that the presenting author or a designated co-author will attend the meeting to present his/her work if accepted.***
- Submission of an abstract for consideration for presentation implies that the presenting author & associated co-authors have legal and ethical rights to submit and present this work. Plagiarism and submitting work that an author has no rights to, will result in an investigation and penalty.
- **Abstracts submitted to ASRM must contain original work**, not previously published, or presented at a meeting of another national or international scientific organization or submitted for publication at the time of this submission.
- Abstracts previously submitted through the regular abstract submitter/during the standard abstract submission period will NOT be considered.
- **ASRM limits one entry per primary/presenting author during the late-breaking submission.**
- All submissions and presentations are in English.
- **No edits can be made to the abstract text, authors, or other content once the ASRM Abstract Submission period has ended** (July 14, 2021).
- Authors are responsible for printing/saving a copy of their submitted abstract once complete, to provide as a copy to co-authors for proofing and verification. You can do this directly from the system on the Review & Submit step of abstract submission.

WITHDRAWAL DEADLINE AND PENALTY

- **Late-Breaking Abstracts accepted for presentation cannot be withdrawn.**
- **Penalty:** Any presenting author who fails to present an accepted abstract or have it presented by a co-author, or an accepted late-breaking abstract author withdraws an abstract after it has been accepted, will not be allowed to serve as an author on an abstract considered for presentation at the ASRM Scientific Congress for the following two years.

ABSTRACT FORMATTING AND CONTENT

- Abstracts must adequately describe the research performed so that the quality, originality, and completeness of the work can be evaluated. Only structured abstracts with the required 5 headings can be submitted. Failure to follow the proper format will disqualify the abstract for grading and consideration.
- Abbreviations used in abstracts must be defined. Abbreviations are permitted in titles if they immediately follow the term being abbreviated and are enclosed in parentheses. If used in the text, they should be defined at first mention if not already defined in the title.
- Where possible, generic names should be used for pharmaceuticals, biologics, and medical devices. The trade name of the particular product used in a study can be referenced. The trade name may be used if the product is the only one of its general type and use of the generic name would encumber the reader. Promotional language and logos may not be used.
- Do not identify individuals in the title or abstract body. Doing so will result in the abstract being disqualified.

- Body text of the abstract may include one table. Spaces are not counted in the character total. Authors may distribute the characters among these items as they choose. 2700 characters maximum allowed if no table is included. 2380 characters maximum allowed if a table is included. If a table is included, all characters in the table will be counted towards total characters allowed of 2380 characters.
- Figures, images, and/or graphics are not permitted and will be deleted.

AUTHORSHIP

- When creating an abstract, list the presenting author first. If you need to change who is the presenting author, you can do so in the system until the Abstract Submission period is over (April 28, 2021). After the submission period, please have the current presenting author email abstracts@asrm.org to request a different co-author be named as the presenting author. All author names should be included at the time of submission. ASRM is not responsible for missing or excluded names that the submitting author leaves off during the submission process.
- A separate disclosure of commercial and financial relationships must be completed for **each individual author** through the Online Abstract Submitter program. An author on multiple abstracts need only complete one disclosure if they are submitted under the same email.
- All author names should be included at the time of submission. ASRM is not responsible for missing, excluded, or misspelled names or affiliations that the submitting author leaves off or misspells during the submission process. All author names will be printed in the Abstract Supplement exactly how they are input into the system by the submitting author. Each co-author has access to correct their name, degree, and affiliation information when they complete their online disclosure.
- All authors agree to abide by ASRM policies pertaining to submission, publication and presentation of abstracts.
- Submitting authors can return to abstracts for editing at any time before the abstract submission end date (July 16, 2021) by clicking on the link provided in your email (you will be required to create a login and password, validated in your email) or via the link on the right side of [this page](#).

HUMAN SUBJECTS

- Abstracts regarding human reproductive cloning will not be considered or accepted.
- Research involving human subjects or human materials must have been approved or exempted by the appropriate Institutional Review Board (IRB) with jurisdiction or equivalent.

ABSTRACT EMBARGO AND PUBLICATION

- **ABSTRACT EMBARGO: ASRM asks that authors maintain an embargo on information in the abstracts, along with any additional information that will be presented at the Congress, until the day and time scheduled for presentation at the Congress,** with the exception of certain abstracts that are included in ASRM's press releases for the Scientific Congress- these will usually have an embargo set a few hours earlier than the scheduled presentation time. For more information regarding what may be released publicly before the Congress, or how to comply with the embargo, please contact publicaffairs@asrm.org.
- All accepted abstracts are published in the *Fertility & Sterility* Abstract Supplement online at www.fertstert.org as a supplemental issue, in September/October each year.

NOTIFICATIONS

- Notifications regarding acceptance/rejection will be emailed to the primary authors beginning August 13, 2021.
- If you do not receive notification of the status of your abstract by August 31, 2021, call Technical Support at +1 (401) 334-0220 or email technical support at asrm@confex.com.
- All decisions by the Scientific Congress Committee are final. **Dates and times of presentations cannot be changed.**

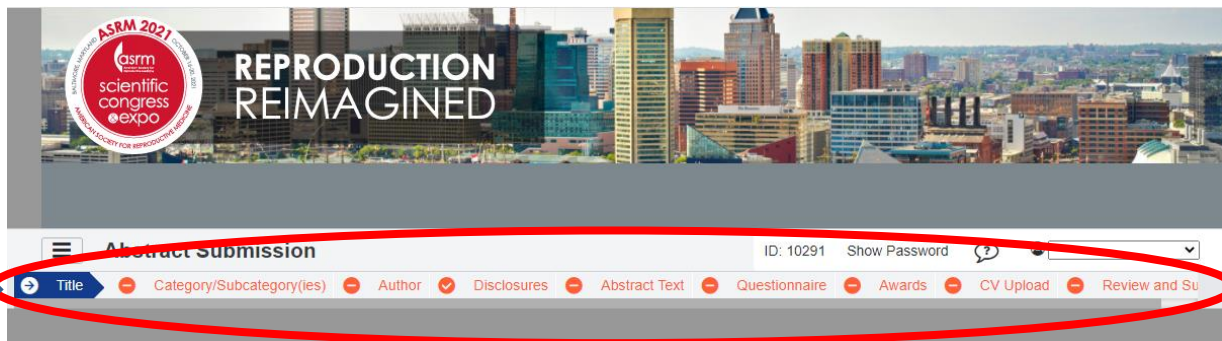
- The primary/presenting author is considered by ASRM the main point of contact for each abstract. This author is responsible for keeping their email contact information up to date within the abstract system. If the presenting author fails to provide a working email, to check their email or spam filters for notifications, or to respond to ASRM directives via email notifications that result in their presentation not being presented, that is considered a failure to present and the abstract will face the ASRM penalty regarding failure to present. Requests for changes to emails on file can be made to: abstracts@asrm.org.

To Submit an Abstract:

1. Go to <https://asrm.confex.com/asrm/2021/cfp.cgi>
2. Click on the red button that says, "Submit an Abstract":

INSTRUCTIONS FOR ABSTRACT SUBMISSION:

Be aware you can check the status of your abstract at any point by observing the Abstract Control Panel on the top of the abstract submission screen. That looks like this:



If there is a circle with a horizontal line in it, that means the step is incomplete and puts your abstract into an incomplete status in the system. Any step with a horizontal line in the circle must be completed for your abstract to proceed to review. If the horizontal line circle is on the Author Disclosures step, that means one or more of your authors has not yet completed their disclosure.

A. STEP BY STEP SUBMISSION INSTRUCTIONS

1. **TITLE PAGE:** Type in your title, the submitter's email, select your presentation preference (Either Oral or Poster, or Poster Only), select your virtual presentation preference, and then select your study design type from the drop-down list. Once done, click on SAVE AND CONTINUE at the bottom of the page.
2. **CATEGORY and SUB-CATEGORY are required fields.** You may select one category and up to 3 Sub-categories.
3. **AUTHOR(s):** In the Online Abstract Submitter, provide names of all co-authors.
 - a. The Presenting Author should be entered first. Search for each author using last name or email address.
 - b. If you are not able to find an author using the search feature, please select the radio button beside "Not Found – Enter new name" then click SELECT to enter a new author. **New authors' first (given) name, last (family) name, degree(s), and email should be entered.**
 - c. The authors' names will be printed in the program exactly as submitted, so capitalize correctly. The co-authors are responsible for inputting their affiliation information and correcting any issues with their name or degree(s) when they login to complete their disclosure.
 - d. Please use the same author information for every abstract on which an author appears. All author names should be included at the time of submission.
 - e. **ASRM is not responsible for missing or excluded names that the submitting author leaves off during the submission process.**

4. **AUTHOR DISCLOSURES:** All authors included on the abstract are required to complete a CME disclosure form within the abstract submission system. **You will not be allowed to proceed to any other part of your abstract submission until all co-author disclosures are complete.** When you enter author information, an email is automatically sent to the co-authors, asking them to complete the disclosure. You can also send email reminders to authors missing disclosures. If you complete all steps of your submission and then add more authors, your submission will not be considered complete and will not be submitted for consideration until those newly added authors complete their disclosures.
5. **ABSTRACT TEXT:** Format the abstract into five (5) sections. Each section must be preceded by a section heading. Section headings must be in upper case, followed by a colon, as shown below. The headers must be included, or the abstract text will not be accepted. You may copy and paste formatted text from your word processor or use the buttons on the text box to format your text or add special characters. Body text of the abstract may include one table. Spaces are not counted in the character total. Authors may distribute the characters among these items as they choose. **2700 characters maximum allowed if no table is included. 2380 characters maximum allowed if a table is included.** If a table is included, *all characters in the table will be counted towards total characters allowed* of 2380 characters.
6.
 - a. **Objective:** An introductory sentence indicating the objective and purpose of the study.
 - b. **Materials and Methods:** A description of methodology including applicable statistical evaluation.
 - c. **Results:** A summary of the new, previously unpublished data and findings.
 - d. **Conclusions:** A statement that will drive home the broader implications of the study results.
 - e. **Impact Statement:** A statement defining the study's impact, significance, or relevance to the field.
7. **QUESTIONNAIRE PAGE:**
 - Check the box at the top of the page beside: "This abstract was not previously published, presented, or accepted for presentation." This verifies the abstract contains original work. This means the work has not been 1) presented at a meeting of another national or international scientific organization prior to this meeting, or 2) submitted for publication at the time of submission to ASRM.
 - If any of these conditions are not met, you should not submit your abstract. Email abstracts@asrm.org with any questions.
 - **Financial Support:** (optional) Identify all sources of financial support for the research or state "None" if appropriate.
 - **References:** (optional) Identify all source materials
 - **ACCME Disclosure** - Select your choice from the drop-down selection. You can choose to include your disclosure verbally or on a slide in your presentation.
 - **IRB approval** - If appropriate, select "The abstract has been approved by a local Institutional Review Board (IRB) or equivalent" if human subjects or any human materials were utilized.
 - **Data Responsibility** – Check the box beside "I accept complete responsibility for the data at the time of submission."
 - **HIPAA Compliance** - Check the box beside "HIPAA Compliance" to indicate you are in compliance with the HIPAA standards to protect the privacy of the patients discussed in your presentation (or to indicate your presentation does not pertain to patient treatment).
 - **Data Submitted for Separate Abstract & Video Consideration** – only check this box if you are submitting a video of the methodology as well as this scientific abstract (oral or poster). Note: The two presentations cannot be identical and will be reviewed for duplication.

8. **REVIEW AND SUBMIT PAGE:** When you have completed the abstract submission process, **print a copy of your abstract and keep it for future reference.** Once the submission portal closes on April 28, 2021, you will not have access to the record to print or make edits.

B. Presentation Expectations

Abstracts will be considered for oral presentation unless the author designates “Poster Only” in the box provided.

Abstracts not selected for oral presentation will be considered for poster presentation.

- **Oral presentations** will be 10 minutes in length followed by five minutes of discussion. PowerPoint and the use of LCD projection will be supported. Presenters submit their presentations prior to leaving for the meeting to a link included in the audio-visual instructions in the acceptance email sent to the primary author. Additional information will be available on the [ASRM Congress website](#) prior to the meeting.

Electronic Submission Web Address: <https://asrm.confex.com/asrm/2021/cfp.cgi>

Available online June 16, 2021 – July 14, 2021.

Technical assistance

Phone: +1 (401) 334-0220 available Monday – Friday 8:30AM – 6:00 PM Eastern Standard Time USA (GMT - 05:00).

Email: asrm@confex.com

For all non-technical questions, please view the FAQs on the [Presenter Resources](#) page on the ASRM Congress site. All further non-technical inquiries can be sent to abstracts@asrm.org.