

**ASRM 2022 SCIENTIFIC CONGRESS & EXPO**  
Anaheim, California, USA

**CALL FOR LATE-BREAKING ABSTRACTS**

**Submission of an abstract for presentation implies presenting author attendance and participation at the ASRM 2022 Scientific Congress & Expo.**

Do you have high-impact results of a research study after the initial deadline passed for submitting an abstract for the ASRM 2022 Scientific Congress?

The ASRM 2022 Scientific Congress Program Committee invites you to submit a late-breaking abstract for consideration for a special "Late-breaking Abstract" session at our ASRM 2022 Scientific Congress this October 22-26, in Anaheim, California (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 13<sup>th</sup>, 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 15<sup>th</sup>. If you do not hear by August 22<sup>nd</sup>, please email [asrm@confex.com](mailto: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 15, 2022, at the following Web address:

<https://asrm.confex.com/asrm/2022/cfp.cgi>

**Final Date for Submission of Late-breaking Abstracts: Wednesday, July 13, 2022, 5:00 p.m. Eastern Daylight Time.**

Technical support provided via email ([asrm@confex.com](mailto: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 13, 2022 at 5:00 p.m. (EDT).
2. **SUBMISSION CHANGES:** ASRM now **requires** *all authors* (presenting and co-authors) to login with an ASRM account (email & password) to access the submission and disclosure process. To prevent any delay in accessing the system, all abstract co-authors are encouraged to create an ASRM account before attempting to submit. You can setup an ASRM account anytime online [here](#).
3. Study type is selected on the first step of abstract submission. Study types ***Systematic Review/Meta-Analysis, Retrospective Case Series, and Literature Review*** are not allowed during late-breaking submission & have been removed from selection options.

## ASRM GENERAL LATE-BREAKING ABSTRACT SUBMISSION GUIDELINES & REQUIREMENTS

### SUBMISSION REQUIREMENTS

- All abstracts must be submitted before the submission deadline of Wednesday, July 13, 2022 at 5:00 p.m. (Eastern Daylight Time). Late submissions will not be accepted.
- 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 abstracts and video summaries must be submitted electronically via the abstract/video submission site by the deadline. Fax, email, and postal submissions will not be accepted. Late submissions will not be 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, presented, or submitted for publication or presentation at the time of this submission.
- 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.

**\*\*\*\*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.\*\*\*\***

### WITHDRAWAL DEADLINE, FAILURE TO PRESENT, AND PENALTY

- **LATE-BREAKING ABSTRACTS ACCEPTED FOR PRESENTATION CANNOT BE WITHDRAWN.**
- Failure to present means the presenting author failed to follow the instructions provided. Abstract authors are responsible for checking their emails regarding acceptance/rejection and instructions regarding presentation. The examples provided below are not an exhaustive list but only an illustration of what this phrase could mean.
- **For an abstract accepted for oral presentation**, failure to present means the presenting author failed to follow instructions provided to them (which could mean failing to complete assigned tasks, or that the author failed to show for the in-person presentation). If the presenting author cannot perform these duties, they should have a co-author or other individual present for them.
- **Penalty: Any presenting author who fails to present an accepted abstract or have it presented by a co-author, or an acceptable alternate presenter, or 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 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 or affiliating institution in the title or abstract body.** Doing so will result in the abstract being disqualified.
- Figures, images, and/or graphics are not permitted and will be deleted.

## **HUMAN SUBJECTS**

- Abstracts or videos 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.

## **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 20, 2022). After the submission period, please have the current presenting author email [abstracts@asrm.org](mailto: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; no authors will be added the abstract submission period ends. All author names will be printed in the Abstract Supplement exactly how they are input into the system by the submitting author
- 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.
- **ASRM now requires all authors (presenting and co-authors) to login with an ASRM account id & password to access the submission and disclosure process.** You can setup an ASRM account anytime online [here](#).
- Submitting authors can return to abstracts for editing at any time before the abstract submission end date (April 20, 2022) 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](#). Additionally, each co-author has access to correct their name, degree, and affiliation information when they complete their online disclosure.

**\*\*\*ASRM is not responsible for missing or excluded names that the submitting author leaves off during the submission process.**

## **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.** Abstracts that are included in ASRM's press releases for the Scientific Congress are excluded from this rule. For more information regarding what may be released publicly before the Congress, or how to comply with the embargo, please contact [publicaffairs@asrm.org](mailto:publicaffairs@asrm.org).
- All accepted abstracts are published in the *Fertility & Sterility* Abstract Supplement online at [www.fertstert.org](http://www.fertstert.org) as a supplemental issue.

## NOTIFICATIONS

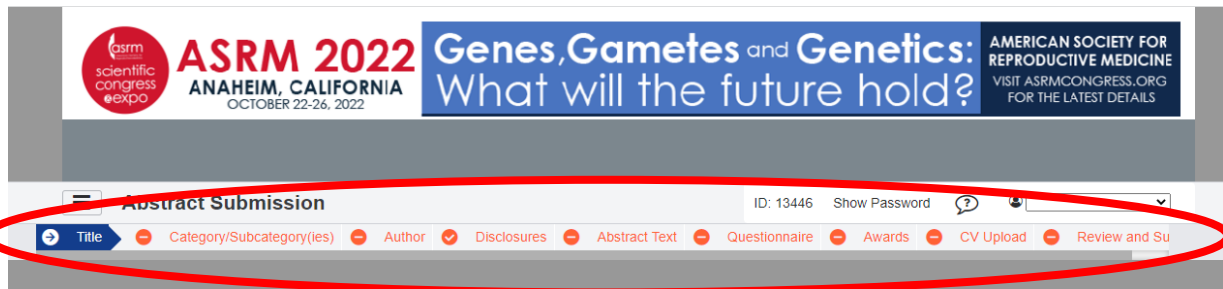
- Notifications regarding acceptance/rejection will be emailed ***to the primary author*** beginning August 15, 2022.
- If you do not receive notification of the status of your abstract by August 22, 2022, call Technical Support at +1 (401) 334-0220 or email technical support at [asrm@confex.com](mailto:asrm@confex.com).
- All decisions by the Scientific Congress Committee and ASRM are final. **Dates and times of presentations cannot be changed.**
- The primary/presenting author is considered by ASRM to be 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](mailto:abstracts@asrm.org).
- If you are not the presenting author, ASRM will not notify you via email of the status of your abstract. Check with your presenting author for status updates. Communication regarding acceptance/rejection and all further instructions will **only** be emailed to the ***presenting author***.

## To Submit an Abstract:

1. Go to <https://asrm.confex.com/asrm/2022/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:**
  - a. Type in your 200-character limit title, the submitter's email, select your presentation preference (Either Oral or Poster, or Poster Only), 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.
  - b. **The Study Design choices are:**
    - i. Case Control Study
    - ii. Case Report
    - iii. Experimental/Exploratory
    - iv. Prospective Observational

- v. Qualitative/Survey
  - vi. Randomized Control Trial
  - vii. Retrospective Cohort Study (includes comparator groups)
2. **CATEGORY and SUB-CATEGORY are required fields.** You may select one category and up to 3 Sub-categories. Some awards require specific sub-categories to be selected, please ensure you are informed of this when submitting.
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. **NOTE: ASRM now requires all authors (presenting and co-authors) to login with an ASRM account ID & password to access the submission and disclosure process.** You can setup an ASRM account anytime online [here](#). The email on the ASRM account must match what is on the abstract author account.
4. **AUTHOR DISCLOSURES:**
  - a. All authors included on the abstract are required to complete a conflict-of-interest 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.**
  - b. 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:**
  - a. 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.
    - i. **Objective:** An introductory sentence indicating the objective and purpose of the study.
    - ii. **Materials and Methods:** A description of methodology including applicable statistical evaluation.
    - iii. **Results:** A summary of the new, previously unpublished data and findings.
    - iv. **Conclusions:** A statement that will drive home the broader implications of the study results.
    - v. **Impact Statement:** A statement defining the study’s impact, significance, or relevance to the field.
  - b. **Abstract text must not exceed 2700 characters (spaces are not counted in character total).** Required headers are counted in the character total.
  - c. **ONE** table may be included as part of your abstract body but will reduce your maximum total character count allowable from 2700 to 2380. Additionally, all characters in your table will be counted towards your allowable maximum character count.
6. **QUESTIONNAIRE PAGE:**
  - a. Check the box at the top of the page beside: “This abstract was not previously published, presented, or submitted for publication or presentation at the time of this submission.”
    - i. 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.

- ii. If any of these conditions are not met, you should not submit your abstract. Email [abstracts@asrm.org](mailto: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
  - **Non-FDA use of product/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.
7. **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 July 13, 2022, you will not have access to print or make edits.**

#### B. Presentation Expectations

Late-breaking Abstracts are only considered for oral 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 an 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/2022/cfp.cgi>

Available online June 15, 2022 – July 13, 2022.

#### 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](mailto: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](mailto:abstracts@asrm.org).