



2. ALL author disclosures are required before abstract data can be input on an abstract. In the past, disclosures were not required from all authors to proceed with inputting the text of the abstract. Encourage your co-authors to complete them quickly once they are notified.

### **Instructions**

- 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.
- All abstracts must be submitted before the submission deadline of Monday, July 15, 2019 at 5:00 p.m. (Eastern Daylight Time).
- Abstracts regarding human reproductive cloning will not be considered or accepted.
- The abstract must contain original work, not published or submitted for presentation at a meeting of another national or international scientific organization, nor submitted for publication at the time of this submission. Abstracts previously submitted through the regular abstract submitter will NOT be considered.
- **ASRM limits one entry per primary/presenting author during the late-breaking submission.**
- Abstracts must be approved or exempted by the appropriate Institutional Review Board (IRB) with jurisdiction or equivalent if any human subjects or any human materials were utilized.
- A separate disclosure (included in the online Abstract Submitter) of medically related commercial and financial relationships must be completed for each individual author. Include each authors' first name, initial, last name, degree(s), and email address on their disclosure page. An author on multiple abstracts need only complete one disclosure.
- All author names should be included at the time of submission. ASRM is not responsible for missing, excluded, or misspelled names 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.
- Notifications regarding acceptance/rejection will be emailed to the primary authors beginning August 5, 2019.
- If you do not receive notification of the status of your abstract by August 15, 2019, 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 are final. **Dates and times of presentations cannot be changed.**
- All submissions and presentations are in English.
- Authors assume complete responsibility for the data at the time of submission.
- All authors agree to abide by ASRM policies pertaining to submission, publication and presentation of abstracts.
- **Late-Breaking Abstracts accepted for presentation cannot be withdrawn.**

### **To Submit an Abstract:**

1. Review the submission instructions below, including the information on awards.
2. Go to <https://asrm.confex.com/asrm/2019/cfp.cgi>

3. Click on the red button that says, "Submit an Abstract".
4. Complete the abstract submission sections.
5. Save your work as you complete each section. You can return to your abstract at a later time for editing at any time 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 <https://asrm.confex.com/asrm/2019/cfp.cgi> page.
6. **All co-authors must complete an online disclosure before the submission deadline for the abstract to be sent to review.** Co-author names may be left off the published abstract if they fail to complete the disclosure. Your abstract is not submitted until all associated co-authors have completed their online disclosures.
7. Review a printed copy of your abstract (keep the copy for your file) and make changes in the online program before you submit it. No changes can be made to any part of the abstract after the July 15, 2019 deadline.
8. Submit/Finalize the abstract.

## **GUIDELINES FOR ABSTRACT SUBMISSION:**

### **A. Content**

1. **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.
2. 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.
3. Do not identify individuals in the title or abstract body. Doing so will result in the abstract being disqualified.
4. **TITLE PAGE:** Type in your title and select your presentation preference (Either Oral or Poster, or Poster Only). Once done, click on SAVE AND CONTINUE at the bottom of the page.
5. **CATEGORY and TOPIC are required fields.** Only one CATEGORY can be chosen. You can select up to 3 TOPICS.
6. **AUTHOR(s):** In the Online Abstract Submitter, provide names of all co-authors. The Presenting Author should be entered first. Before adding a new name, search the database to see if that name and contact information have already been entered. The search is not case sensitive and returns only exact matches. Do not use wildcard characters such as \*. If the name is not found, enter it in the data entry form that appears next. The authors' names will be printed in the program exactly as submitted. The co-authors are responsible for inputting their affiliation information and correcting any issues with their name or degree(s). Please use the same author information for every abstract on which an author appears. Your abstract will not be submitted nor be reviewed if all co-authors fail to complete their disclosure. 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.

7. **AUTHOR DISCLOSURES:** All authors included on the abstract are required to complete a CME disclosure form. You will not be allowed to complete any other part of your abstract 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.
8. **ABSTRACT TEXT:** Format the abstract into five (5) sections. Each section must be preceded by the specified section heading. Section headings must be in upper case, followed by a colon, as shown below. 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.
  - a. 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 following headings can be submitted. Failure to follow the proper format will disqualify the abstract for grading and consideration.
    - i. **OBJECTIVE:** An introductory sentence indicating the objective and purpose of the study
    - ii. **DESIGN:** A briefly worded description of the study design
    - iii. **MATERIALS AND METHODS:** A description of experimental procedures including applicable statistical evaluation
    - iv. **RESULTS:** A summary of the new, previously unpublished data and results
    - v. **CONCLUSIONS:** A statement of the study's conclusions
  - b. **Body text of the abstract is limited to a total of 2700 characters (spaces are not counted in character total), which may include one table. Authors may distribute the characters among these items as they choose. If a table is included, all characters in the table will be counted towards the total character count.** Figures and/or graphics are not permitted and will be deleted.
9. **QUESTIONNAIRE PAGE:**
  - Check "This abstract was not previously published, presented, or accepted for presentation" if 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.
  - **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.
  - 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.

- Check “I accept complete responsibility for the data at the time of submission.”
  - Check “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).
10. **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 15, 2019, you will not have access to the record to print or make edits.
11. **Review and selection of abstracts:** Late-breaking abstracts will be reviewed by the Scientific Congress Committee and Six (6) abstracts will be selected on the basis of impact for oral presentation only and WILL be published in the Abstract Supplement to *Fertility and Sterility*. The Scientific Congress Committee is looking for *novel* and *innovative* submissions with high-impact data. Reviewers will consider the following criteria in their evaluations:

**Score Criteria**

**1. Originality**

- 0-2 None
- 3-4 Many other well-designed studies
- 5-6 A modest number of other similar studies
- 7-8 Few similar studies
- 9-10 Unique

**2. Clarity of Writing**

- 0 Unintelligible
- 1-2 Difficult to understand, does not adhere to structured design
- 3-4 Can understand the majority, but spelling and grammatical errors impede interpretation
- 5-6 Can understand most, but numerous spelling or grammatical errors
- 7-8 Can understand most with few spelling or grammatical errors
- 9-10 Clear, grammatically correct, no spelling errors

**3. Study Design**

a. Clinical Study

- 0-2 Case report or series with N<6
- 3-4 Retrospective, no controls
- 5-6 Retrospective, historical or case control
- 7-8 Prospective, without randomization
- 9-10 Prospective, randomized controlled trial

**OR**

b. Basic Research Study

- 0-3 Poorly designed or executed with inadequate controls
- 4-6 Some deficiencies in design with some merit
- 7-10 Well-designed and executed with appropriate controls and interventions

**OR**

c. Registry/Database Study

0-3 Small sample size, questionable co-variates, low impact

4-6 Medium sample size, reasonable co-variates, potential impact

7-8 Large sample size, novel question, impactful

9-10 Linkage study, appropriate statistical modeling, impactful

**4. Sample Size**

0-3 Inadequate sample size to allow conclusions

4-6 Questionable sample size

7-10 Provides statistical justification of sample size and meets sample size requirements

**5. Data Analysis and Conclusions**

0-3 Inadequate analysis; conclusions not supported by data

4-6 Deficient analysis; conclusions partially related to data

7-10 Appropriate analysis; conclusions supported by data

**6. Significance**

0-3 Little if any significance; does not advance the field

4-6 Modest contribution to the field; advances the field modestly

7-10 Important contribution to the field

**B. Author Identification**

Include presenting (first) author's: 1) full name (family names and given names) and degree(s), 2) email addresses for abstract acceptance notifications, 3) mailing address, 4) and telephone number. Please use the same author information for every abstract on which an author appears.

**C. Category/Topic choice**

The online Abstract Submitter will require you to select ONE category from among the categories listed and ONE topic from the topics listed.

Abstract Reviewers are individuals from the appropriate affiliated groups who review and score all submitted abstracts. The Scientific Congress Committee uses the reported scores to select abstracts for presentation during the Late-Breaking Abstract session at the Scientific Congress. All decisions by the Scientific Congress Committee are final. No changes can be made regarding date/time of presentations. Failure to follow instructions will result in the abstract not being considered for presentation.

**Abstract Categories:**

All abstracts submitted during the Late-Breaking abstract submission time-period will be considered for one of the six oral presentation slots in the Late-Breaking Abstract Session and will not be sorted into content categories.

Electronic Submission Web Address: <https://asrm.confex.com/asrm/2019/cfp.cgi>

Available online June 14, 2019 to July 15, 2019.

**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 [asrm@asrm.org](mailto:asrm@asrm.org).