ABSTRACT SUBMISSION INSTRUCTIONS

3rd Joint Meeting of Pathology and Laboratory Medicine

XXXIII Congress of the Italian Society of Pathology and Translational Medicine (SIPMeT) and II Congress of the Italian Society of Clinical Pathology and Laboratory Medicine (SIPMeL), in Collaboration with the American Society for Investigative Pathology (ASIP)

Deadline: May 31, 2016

Abstract Submission Site

All participants at the 3rd Joint Meeting of Pathology and Laboratory Medicine are invited to submit abstracts in English to the following topic categories:

- Biomarkers for Molecular Prevention and Therapy
- Cell Death, Tissue Injury and Repair
- Inflammation and Immunopathology
- Metabolic Disorders
- Non-Cancer Tissue and Organ Pathophysiology
- Pathophysiology of Aging
- Pathophysiology of Cancer
- Regenerative Medicine and Stem Cells

If you prefer to submit your abstract in Italian, or to other topic categories, please see Instructions available on the website of the Italian Society of Clinical Pathology and Laboratory Medicine (http://www.sipmel.it).

Original work that has not been presented at other meetings and that has not been previously published will be considered by the Scientific Program Committee. Complete abstracts must be submitted online in English no later than (11:59 PM Eastern) on Tuesday, May 31, 2016. Submit your abstract to Abstract Submission Site. Fax, email or mailed abstracts are not acceptable. Authors of accepted abstracts are expected to present posters at the Meeting summarizing their studies. Abstracts that are accepted will be published in The American Journal of Pathology (AJP) online supplement of the October 2016 issue.

PRESENTATION FORMAT

All accepted abstracts will be presented as posters. In addition, some abstracts will be selected for oral presentations or poster discussion. Please indicate your willingness to participate in an oral or poster discussion session.

RULES FOR ABSTRACT SUBMISSION:

1. IMPORTANT: Abstracts must be submitted with careful adherence to the rules. (If you are submitting an abstract in Italian, please follow instructions on the website of the Italian Society of Clinical Pathology and Laboratory Medicine http://www.sipmel.it) The online system is a database, the fields of which (title, author 1, author 2, author 3, etc) are used to generate the published abstracts. Therefore, pay careful attention to the submission instructions and to the submission process. Ask for technical support (see link at top of submission screens) if you are not sure.

2. The author submitting the abstract is designated as the Corresponding Author and is the contact person for all correspondence from the meeting secretariat. The Corresponding Author is responsible for notifying all other authors of acceptance, rejection, scheduling and any other information provided by the meeting secretariat. The Corresponding Author is responsible for notifying the Presenting (First) Author of the Joint Meeting Rules for Poster Display and any other information.

3. The First Author is considered the Presenting Author and has the following responsibilities:
   - When presenting a poster, ensure that the abstract poster conforms to the Rules for Poster Display at the Joint Meeting (i.e. poster display size, format, and schedule).
   - The Presenting Author is expected to register for the Joint Meeting and present their abstract at the assigned time period to discuss the study and to answer questions. If the Presenting Author is
unable to attend the Meeting to present the abstract, every effort should be made to arrange for one of the other authors to present the poster. The Organizing Secretariat (sipmel@sipmel.it or call +39 0423 738098) must be notified of any change in Presenter.

4. **OPTIONAL:** Submit a color figure related to your abstract as the cover of the online supplement to the October 2016 issue of *The American Journal of Pathology* (AJP)
   - Authors may submit a color figure related to the research described in the abstract for consideration as the cover figure of the *AJP* Supplement.
   - The selection of the cover figure will be made by a review committee.
   - Figures may be submitted as a low resolution jpeg, gif, or pdf, maximum file size of 1 mb.
   - If selected for the cover, the author will be contacted by June 30 and must submit a high resolution version of the figure for publication by July 15.
   - When submitting the figure, you MUST provide a figure legend.
   - For questions regarding optional submission of a figure, contact meetings@asip.org.

5. **IMPORTANT:** A conflict of interest disclosure report is required for each author of a submitted abstract. Therefore, we recommend that you collect disclosure information from each author before you begin your abstract submission in order to expedite the process. Each time you add an author's name during the online submission, you will be asked to complete a disclosure report that is specific to that author.

**ABSTRACT FORMATTING INSTRUCTIONS**

1. **Language:** The abstract must be written in English. Abstracts will be reviewed for scientific content and must be written in clear English. An alternative is to submit your abstract in Italian. Please follow instructions at [http://www.sipmel.it](http://www.sipmel.it).

2. **Presentation Format:** All accepted abstracts will be presented as posters. In addition, some abstracts will be selected for oral presentations or poster discussion. Please indicate your willingness to participate in an oral or poster discussion session. **IMPORTANT:** SIPMeT awards will be selected during the meeting based on your POSTER.

3. **Title:** Title must be initial capital letters throughout. **Example:** Lung Cancer Screening

4. **Abstract:** Your abstract body is limited to a maximum of 250 words. You will not be permitted to proceed if you do not meet the word guidelines. The abstract should include background information, method, results, and conclusions. **Figures and tables are NOT permitted in the abstract.** The abstract should be divided according to the following elements: Introduction (background information), Methods, Results, and Conclusions. Figures and tables are NOT permitted in the abstract. You may include Greek letters and special symbols, e.g. ° (degree sign), © (registered trademark), etc. The system will also preserve special text formatting such as bold, italics, superscript, etc.

5. **Confirmation:** When you finish submitting your abstract, you will receive a confirmation screen verifying your submission and assigning a tracking number to your abstract. **SAVE YOUR TRACKING NUMBER!** It will serve as your identification number for corrections, scheduling, and notification. You will also need it if you are applying for an award.

**INFORMATION ABOUT THE FORMAT OF POSTERS AND ORAL PRESENTATIONS:**

1. All posters must be no larger than 1 meter x 70 centimeters with 18x28 cm space in the upper right hand corner for the meeting staff to attach a poster number. Warning for non-Europeans: the poster size is portrait, not landscape.

2. Abstracts must be presented by the Presenting Author during their assigned time period. Authors will be notified of their assigned time in the abstract acceptance notice.

3. Authors of abstracts that are also selected for oral presentation or poster discussion will be notified by the Scientific Program Committee by July 31, 2016 and will receive specific instructions at that time. Most oral presentations will be limited to 10 minutes.