Call for Abstracts

GUIDELINES & PROCEDURES

Abstract submission deadline: Monday, June 19 at noon ET
2017 CALL FOR ABSTRACTS GUIDELINES & PROCEDURES

Submit Your Abstract for the 2017 ACR/ARHP Annual Meeting!

This is your complete guide to submitting an abstract for the 2017 ACR/ARHP Annual Meeting in San Diego, CA, November 3–8. Please read this entire guide prior to beginning the submission process to review the guidelines and rules that apply to abstract submissions.

The American College of Rheumatology (ACR) and the Association of Rheumatology Health Professionals (ARHP) invite you to submit an abstract and take advantage of the opportunity to have your work peer reviewed by experts in the field.

Each year, the Annual Meeting draws thousands of abstracts submitted by rheumatologists and health professionals from around the world. If accepted, your abstract will be published in an online supplement of the *Arthritis & Rheumatology* journal and displayed in an international venue.

The 2017 ACR/ARHP Annual Meeting is the premier educational event for physicians, health professionals and scientists who treat those with or at risk for arthritis and rheumatic and musculoskeletal diseases. The Annual Meeting is a forum for physicians and health professionals to receive the most relevant and latest developments in rheumatology.

NEW THIS YEAR!
- A new abstract category is available: *Patient Outcomes, Preferences, and Attitudes*
- Plenary and late-breaking abstract presenters will be asked to stay an extra 15 minutes after their session to answer additional questions.

Abstract Submission
- **Tuesday, April 25** Abstract Submission Site Opens
- **Monday, June 19** Abstract Submission Site Closes (NOON ET)
- **Late August** Presenting Author Notification
- **Thursday, August 24** Accepted Abstract Withdrawal Deadline
- **Tuesday, August 29** Late-Breaking Abstract Submission Site Opens
- **Tuesday, September 26** Late-Breaking Abstract Submission Site Closes (NOON ET)

Registration and Housing
- **Wednesday, May 31** Member Registration and Housing Opens
- **Wednesday, June 14** Non-Member Registration and Housing Opens
- **Wednesday, August 16** Early Bird Registration Rate Deadline
- **Wednesday, October 18** Advance Registration Rate Deadline

Annual Meeting
- **November 4** Abstract Embargo Lifted (4:30 PM PT)
- **November 5–7** ACR/ARHP Abstract Poster Sessions/Tours (9:00–11:00 AM PT)
  - ACR Plenary Abstract Sessions (11:00 AM–12:30 PM PT)
  - ACR/ARHP Abstract Concurrent/Combined Sessions (2:30–4:00 and 4:30–6:00 PM PT)
- **November 8** ACR/ARHP Abstract Concurrent/Combined Sessions (9:00–10:30 AM and 11:00 AM–12:30 PM PT)
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Part I: Abstract Submission

Eligibility

Who Is Eligible to Submit?

- Members of the ACR or ARHP and non-members are eligible to submit an abstract.

What Types of Abstracts Are Eligible for Submission?

- Abstracts describing original basic and clinical science related to the broad area of rheumatic diseases may be submitted.
- If the abstract reports results of a clinical trial not yet approved by a regulatory agency, you will be required to identify the trial phase.
- Any work with human or animal subjects reported in submitted abstracts must comply with the guiding principles for experimental procedures found in the Declaration of Helsinki of the World Medical Association.

What Types of Abstracts Are Not Eligible for Submission?

- An abstract is ineligible for consideration if it reports work that has been accepted for publication as a manuscript (e.g., full-length article, brief report, case report, concise communication or letter to the editor, etc.) prior to the ACR/ARHP submission deadline of NOON ET on Monday, June 19, 2017.
- Abstracts should not report results that have been previously presented at an ACR/ARHP Annual Meeting.
- The same study should not be submitted as multiple abstracts.
- Abstracts submitted for the ARHP program may not be concurrently submitted to the ACR program.
- Abstracts that appear as more than one version of a single study will be rejected.
- Case reports are not considered appropriate and will not be reviewed.
- Reviews of literature are not appropriate and will not be reviewed.
- Abstracts that were not accepted to main abstract review deadline should not be re-submitted to the late-breaking category.

Abstract Submitter Expectations

- Pay a processing fee for each abstract submission. Abstract processing fees must be in U.S. funds and are non-refundable.
- By submitting your abstract, you agree to present the abstract if it is selected for presentation during an oral or poster abstract presentation at the 2017 Annual Meeting in San Diego, CA.
- If your abstract can only be presented as a poster, please check the appropriate box during the submission process.
- Select an appropriate category to which an abstract will be submitted based on the disease/topic that is most relevant.
- You will not be able to make any changes to your submission after the deadline of June 19 at NOON ET. However, you will be able to access the submission portal to view your completed abstract submission and print a copy of your submission fee receipt.
ACR Call for Abstracts

The ACR scientific program includes content related to the clinical practice and teaching of rheumatology and the basic and translational science that contributes to the understanding of disease pathogenesis, the mechanisms and efficacy of therapeutics, and the delivery of healthcare to patients with musculoskeletal and rheumatic disease.

SUBMITTING AN ACR ABSTRACT

Before submitting, please review the submission instructions provided in this guide. Visit the online submission site to get started.

ACR ABSTRACT SUBMISSION PROCESSING FEE

A $70 processing fee must accompany each ACR abstract. The ACR accepts electronic payment only in the form of MasterCard, Visa, or American Express. Abstract processing fees must be in U.S. funds and are non-refundable—no exceptions. Rejection or withdrawal of an abstract will not result in a refund.

SUBMISSION DEADLINE: Monday, June 19, NOON ET—no exceptions. Please remember, you will not be able to make any changes to your submission, including to the author information, after the deadline. However, you will be able to access the submission portal to view your completed abstract submission and print a copy of your submission fee receipt.

2017 ACR ABSTRACT SUBMISSION CATEGORIES

Abstract categories identify areas of research to be presented at the Annual Meeting. Each year, the abstract scientific categories are determined by the planning committee and category co-chairs, and reviewers are assigned before the review process begins.

Basic Science
1. B Cell Biology and Targets in Autoimmune Disease: B-lymphocyte differentiation, B-cell subsets, plasma cells, autoantigens, autoreactive B-cells and tissue injury.
2. Biology and Pathology of Bone and Joint: Joint biology and biochemistry, cartilage and chondrocyte biology, basic studies of osteoarthritis, bone structure and function, bone mineral and matrix, osteoblasts and osteoclasts.
3. Cytokines, Mediators, Cell-Cell Adhesion, Cell Trafficking and Angiogenesis: Cytokines, chemokines and their receptors; downstream signaling effects and biologic pathways; cell-cell recognition and adhesion molecules, cell matrix interactions, matrix characteristics and properties, lymphoid organogenesis.
4. Genetics, Genomics and Proteomics: Techniques, strategies and observations related to disease susceptibility and expression; bioinformatics and systems biology.
5. Innate Immunity and Rheumatic Disease: Dendritic cells, antigen presentation, auto-inflammatory pathogenesis, pattern recognition receptors and their ligands, NK cells, complement and Fc receptors.
6. Pain – Basic Aspects: Studies on pain mechanisms, animal models of pain, and pain physiology. (Combined with clinical aspects during review process.)
9. Rheumatoid Arthritis – Pathogenesis and Etiology: Genetics, susceptibility loci, etiology and pathogenesis.
10. Spondyloarthropathies and Psoriatic Arthritis – Pathogenesis and Etiology: Etiology and pathogenesis, including genetics, reactive arthritis and animal models.

14. **T Cell Biology and Targets in Autoimmune Disease**: T-lymphocyte antigens and subpopulations, cognate interactions, T-lymphocyte activation and proliferation.

**Clinical Science**

15. **Antiphospholipid Syndrome**: Pathophysiology, presentation and management.

16. **Education**: Research on curriculum design and implementation; educational research projects; and outcomes research on physician and trainee education including associated health training.

17. **Epidemiology and Public Health**: Descriptive and/or analytical studies of populations.

18. **Fibromyalgia, Soft Tissue Disorders, Regional and Specific Clinical Pain Syndromes**: Regional pain syndromes, local diseases of muscle, ligament and tendon, fibromyalgia.

19. **Healthcare Disparities in Rheumatology**: Population-specific differences in the presentation and clinical features of rheumatologic disease among populations; differences in the response to treatment and health outcomes; differences in biomarkers and other disease measures among populations; differences in environmental and other factors in disease susceptibility; or differences in the access to healthcare and treatment and the impact of clinical course.

20. **Health Services Research**: Delivery of care affecting patients with rheumatic disease; health systems and health care economic and utilization analysis.

21. **Imaging of Rheumatic Diseases**: Radiography, nuclear medicine, magnetic resonance imaging (MRI), ultrasound and computed tomography (CT).

22. **Infection-Related Rheumatic Disease**: Musculoskeletal manifestations of infectious disease, infectious arthritis and pathogenesis.

23. **Measures and Measurement of Healthcare Quality (formerly Quality Measures and Quality of Care)**: Development and assessment of tools to measure or quantify healthcare processes, outcomes, organizational structures and/or systems relating to healthcare goals, including safety, effectiveness, equity and timeliness.

24. **Metabolic and Crystal Arthropathies**: Crystal-induced arthritis, metabolic conditions including endocrine abnormalities.

25. **Miscellaneous Rheumatic and Inflammatory Diseases**: Rheumatic manifestations and therapy of less common and even rare illnesses not included in other categories [e.g., RS3PE, reticulohistiocytosis, SAPHO].


27. **Orthopedics, Low Back Pain and Rehabilitation**: Orthopedic conditions and interventions, physical medicine techniques and outcomes, sports medicine.

28. **Osteoarthritis – Clinical Aspects**: Patient-oriented studies of osteoarthritis, including treatment, diagnosis and outcomes.

29. **Osteoporosis and Metabolic Bone Disease – Clinical Aspects and Pathogenesis**: Patient-oriented studies of bone structure and integrity and its change in various disease states.

30. **Pain – Clinical Aspects**: Studies on pain evaluation, pain management, and pain related functional imaging. (Combined with basic aspects during review process.)

31. **Patient Outcomes, Preferences, and Attitudes**: Research focused on perceptions, preferences, and attitudes of patients with rheumatic disease as well as patient-reported outcomes.

32. **Pediatric Rheumatology – Clinical and Therapeutic Aspects**: Clinical aspects and treatment of inflammatory and non-inflammatory pediatric conditions.

*Quality Measures and Quality of Care* — see #23 for renamed category and description
2017 ACR Abstract Submission Categories **Clinical Science** (continued)

33. **Reproductive Issues in Rheumatic Disorders**: Biologic mechanisms impacting fertility, pregnancy or fetal outcomes, management of pregnancy and preconception planning in various rheumatic diseases; issues pertaining to fertility in rheumatic disease; HPV infection and vaccinations in patients with rheumatic diseases; management of medications in pregnancy; management of neonatal complications of maternal rheumatic disease.

34. **Rheumatoid Arthritis – Clinical Aspects**: Clinical aspects of rheumatoid arthritis. Should not contain any treatment studies.

35. **Rheumatoid Arthritis – Small Molecules, Biologics and Gene Therapy**: Treatment of human rheumatoid arthritis including DMARDs, NSAIDs, glucocorticoids, new potential small molecules, biologics and gene therapy approaches. Human use only.

36. **Sjögren’s Syndrome**: Pathophysiology, presentation and treatment.

37. **Spondyloarthropathies and Psoriatic Arthritis – Clinical Aspects and Treatment**: Small molecule and biologic therapies of spondyloarthropathies, reactive arthritis and psoriatic arthritis.

38. **Systemic Lupus Erythematosus – Clinical Aspects and Treatment**: Diagnosis, clinical manifestations, outcomes, and treatment, including new small molecules, biologics and gene therapy. Human lupus only.

39. **Systemic Sclerosis, Fibrosing Syndromes, and Raynaud’s – Clinical Aspects and Therapeutics**: Clinical aspects of these syndromes and of treatments.

40. **Vasculitis**: Genetics, etiology, pathogenesis, polymyalgia rheumatica, presentation and management.

**ACR/ARHP BASIC RESEARCH CONFERENCE AND CLINICAL RESEARCH CONFERENCE ABSTRACTS**

**Eligibility**

- Investigators with less than six years of experience are eligible to submit an abstract to the Basic Research Conference (BRC) or Clinical Research Conference (CRC). Young investigators will be required to check a box during the submission process to indicate if they want to have their abstract considered for inclusion in either conference.
- Abstracts must also be submitted to the ACR or ARHP general abstract program. Acceptance to the ACR program is a prerequisite for consideration for the Basic Research Conference or Clinical Research Conference, and acceptance to either conference does not remove the abstract from the ACR general program.
- Abstracts not accepted to the Basic Research Conference or Clinical Research Conference program are still eligible for consideration in the ACR general abstract program.
- To be considered for inclusion in either conference, submitters must indicate the appropriate submission type before entering the submission site.

**BRC/CRC Abstract Submission Processing Fee**

There is **no additional fee** to have your abstract considered for the Basic Research or Clinical Research Conferences.

**SUBMISSION DEADLINE:**

*Monday, June 19, NOON ET—not exceptions. Please remember, you will **not** be able to make any changes to your submission, including the author information, after the deadline. However, you will be able to access the submission portal to view your completed abstract submission and print a copy of your submission fee receipt.*

**Format**

Accepted abstracts to the Basic Research and Clinical Research Conferences will be presented in oral format during the pre-meeting sessions on **Friday, November 3**.
Basic Research Conference Criteria
Abstracts should be those broadly related to inflammation and resolution in the rheumatic diseases. Abstracts related to evolving concepts of environmental, epigenetic or genetic influences on inflammation; cellular or molecular mechanisms regulating inflammation; factors influencing the interplay between inflammation, innate immunity and the adaptive immune response; and the range of processes involved in controlling resolution of inflammation are acceptable. Abstracts related to inflammatory pathways as they relate to rheumatic diseases—including autoinflammatory and autoimmune diseases—are especially encouraged.

Clinical Research Conference Criteria
Abstracts should be broadly related to outcomes, diagnostics, or therapeutics in both adult and pediatric rheumatic disease. Abstracts may be related to specific disease outcomes and co-morbidities, or they may address methodological issues such as data collection, analytic approaches, or use of “big data”, including electronic medical records or molecular data.

The ARHP program is planned to reflect the needs and interest of healthcare professionals who share an interest in rheumatology-related issues by providing a forum to address issues of professional significance with a multidisciplinary audience. Abstracts will be peer reviewed by a subsection of the ARHP Annual Meeting Program Subcommittee according to subject categories. ARHP abstract sessions will not necessarily be scheduled by individual category.

SUBMITTING AN ARHP ABSTRACT
Visit the online submission site to get started.

ARHP ABSTRACT SUBMISSION PROCESSING FEE
A $40 processing fee accompanies each ARHP abstract submission. The ARHP accepts electronic payment only in the form of MasterCard, Visa or American Express. Abstract processing fees must be in U.S. funds and are non-refundable—no exceptions. Rejection or withdrawal of an abstract will not result in a refund.

SUBMISSION DEADLINE: Monday, June 19, NOON ET—no exceptions. Please remember, you will not be able to make any changes to your submission, including the author information, after the deadline. However, you will be able to access the submission portal to view your completed abstract submission and print a copy of your submission fee receipt.
2017 ARHP ABSTRACT SUBMISSION CATEGORIES

Abstract categories identify areas of research to be presented at the Annual Meeting. Each year, the abstract scientific categories are determined by the planning committee and category co-chairs, and reviewers are assigned before the review process begins.

1. **Clinical Practice/Patient Care**: Care of patients, practice management, medication monitoring/adherence and complementary and alternative strategies.
2. **Education/Community Programs**: Patient education, professional education, community-based programs and public health programs.
3. **Epidemiology and Public Health**: Descriptive and analytical studies of health status and health outcomes of populations and patient groups.
4. **Healthcare Disparities in Rheumatology**: Population-specific inequalities and/or differences in access to healthcare, treatments and/or health outcomes; population-specific differences in rheumatic diseases related to risk factors; and susceptibility for disease.
5. **Health Services Research**: Healthcare systems and delivery, economic evaluations, quality improvements and analysis.
6. **Pediatrics**: Pediatric practice and patient care.
7. **Psychology/Social Sciences**: Social, emotional and behavioral factors affecting patients, families and providers.
8. **Rehabilitation Sciences**: Physical therapy, occupational therapy, exercise programs, splinting/orthotics and other rehabilitation services.
9. **Research Methodology**: Quantitative and qualitative studies, new assessment tools and methodology, new analytical techniques and research study management.

For Students, Residents, and Fellows-in-Training

The ACR and ARHP encourage the submission of abstracts by presenting authors who are pre-doctoral and post-doctoral students, residents, medical students, or fellows-in-training. Please check the box on the submission site to indicate your training status.
2017 CALL FOR ABSTRACTS  GUIDELINES & PROCEDURES

RHEUMATOLOGY RESEARCH FOUNDATION ABSTRACT AWARDS

The Rheumatology Research Foundation offers award opportunities for medical students, residents and pediatric rheumatology fellows who submit an abstract for the 2017 ACR/ARHP Annual Meeting by the June 19 submission deadline.

- Award recipients will receive a cash award plus reimbursement of travel expenses to attend the meeting.
- Acceptance of an abstract does not automatically enroll or guarantee receipt of a Foundation abstract award.
- Fellows must submit an abstract to the 2017 ACR/ARHP Annual Meeting by NOON ET on June 19 in order to be eligible.
- Application deadline for the Foundation’s abstract awards is Tuesday, August 1 at 5:00 PM ET.
- Visit the Foundation’s Annual Meeting Awards website or call 404-633-3777, ext. 318 for complete award details.

Abstract Submission Instructions/Guidelines

SUBMITTING AN ABSTRACT

- All abstracts must be submitted online.
- Visit the online submission site to get started.
- Submitters will be able to access complete submission instructions and guidelines via the online submission site.

ABBREVIATIONS

- Use standard abbreviations. A list of acronyms for many common rheumatology terms has been developed by an international group of rheumatology journal editors.
- Place special or unusual abbreviations in parentheses after the first time the full word appears.
- Do not abbreviate compounds in the title.
- Use numerals to indicate numbers, except when beginning sentences.

ABSTRACT CHARACTER LIMIT

- **Title** character limit: 250 characters.
- **Body** character limit: 2,750 characters, which EXCLUDES the title, names of authors/co-authors, authors’ affiliations, spacing and disclosures.
- **Image, table and/or graphic** limit: There is a limit of 3 image, table and/or graphic uploads per submission. Each uploaded table and/or graphic will decrease the character count by 250 characters from the total limit allowed.
- References in the abstract body will be included against the character count.
- Abstracts exceeding the character limit will be considered “incomplete”; abstracts marked “incomplete” at the close of the submission deadline will be ineligible for review.
ABSTRACT TITLE

- Take special care when entering your title, as it will be published exactly as submitted.
- Titles should be brief, clearly indicating the nature of the presentation.
- Title character limit is 250 characters.
- Titles DO NOT count toward the 2,750 abstract body character limit.
- Include only commonly used acronyms in the abstract title.
- Do not include a trial group name or acronym in the abstract title.
- Registry names may be included in the title.
- Enter the title in the title field only and do not enter the title in the body of the abstract.
- When entering the title online, use mixed case (do not use all caps OR all lowercase) and do not put a period at the end of the title. For example:

  Correct:  
  This Is a Properly Formatted Abstract Title

  Incorrect:  
  THIS IS AN IMPROPERLY FORMATTED ABSTRACT TITLE
  This is an improperly formatted abstract title
  T his is an imp roperly formatted abstract title.

AUTHORS

- Do not list authors or commercial relationships in the body of the abstract.
- Please consult with your co-authors on how they would like their names to appear prior to submission. No changes in author information will be permitted after the submission deadline.
- All authors must disclose any relevant financial relationship(s) at the time of submission.
- There is no limit on the number of authors that may be included in the author block.
- See the Disclosure Policy section below for additional author identification instructions.

CONTENT

- Do not use new technical words, laboratory slang, words not defined in dictionaries, or abbreviations or terminology not consistent with internationally accepted guidelines.
- Refer to the list of commonly used acronyms for recommendations on acceptable terms for scientific communication.
- Define special or unusual abbreviations the first time they are used.
- Omit all names and geographical references in the body of the abstract.
- Organize content in sections as follows, using exact section name and colon:
  - Background: Background or statement of purpose.
  - Methods: Methods, materials, and analytical procedure used.*
  - Results: Summary of the results in sufficient detail to support conclusion (do not state “results will be discussed”).
  - Conclusion: Conclusions reached.

*Please Note: In order to make the description of patients as clear as possible and to facilitate comparisons with other studies, the Methods section should include, whenever possible, a short paragraph detailing the proportion of patients who satisfy the ACR classification criteria for the particular disease described.
DISCLOSURE POLICY

- As a CME provider accredited by the Accreditation Council for Continuing Medical Education (ACCME), the American College of Rheumatology must ensure balance, independence, objectivity and scientific rigor in all its educational activities.
- To this end, the ACR requires that individuals (presenters/speakers, moderators, reviewers, authors, and planners and their spouse/partners) disclose to the planning committee, ACR, and audience any relevant financial relationships with commercial interests that have the potential to affect the content of CME about the products or services of that commercial interest. In the case where such relationships exist, the ACR must resolve the conflict of interests.
- If no relationships exist, individuals MUST STATE that NONE exists to reflect that the question was asked and answered.
- The ACCME defines relevant financial relationships as financial relationships in any amount occurring within the past 12 months of both the individual and/or spouse/partner:
  - Relevant Financial Relationships
    - None: Has no relevant financial relationship to disclose.
    - 1. Stock options or bond holdings in a for-profit corporation or self-directed pension plan;
    - 2. Research grants;
    - 3. Employment (full or part time);
    - 4. Ownership or partnership;
    - 5. Consulting fees or other remuneration;
    - 6. Non-remunerative positions of influence, such as officer, board member, trustee, or public spokesperson;
    - 7. Receipt of royalties;
    - 8. Speakers’ bureau; or
    - 9. Other.
  - Commercial Interest is considered any entity producing, marketing, re-selling, or distributing healthcare goods or services consumed by, or used on, patients.
  - Conflict of Interest exists when individuals (within 12 months, including the spouse/partner) have a relevant financial relationship with a commercial interest and the opportunity to affect the content of the CME about the products or services of that commercial interest.

DISCLOSURE STATEMENT SUBMISSION PROCESS

- If there are relationships that create a conflict of interest, these must be resolved in accordance with the ACR’s CME Resolution of Conflict policy prior to the participation of the individual in the development or presentation of CME content.
- Abstracts will not be eligible for review without proper completion of the conflict of interest/disclosure section on the submission form.
- Failure to disclose correctly may lead to corrective action as deemed appropriate by the ACR or ARHP leadership.
- The abstract review process is blinded; therefore, the disclosure information you provide will not influence the review of your abstract.
- Presenting authors are permitted to enter the disclosure information on the behalf of each co-author during the online submission process.
- To assist presenting authors and co-authors in deciding what is necessary to disclose online, you may download the ACR CME Disclosure Statement and Attestation Form.
- Each co-author may choose to complete this form and return it to presenting author.
- Keep in mind that all disclosure information must be entered in the online submission site—the ACR does not accept paper disclosure statement forms.
- Accepted disclosures collected at the time of submission will be published on the ACR website.
IMAGES, TABLES, AND GRAPHICS

- Up to three (3) images are allowed; however, each image/table counts as 250 characters towards your maximum of 2,750 total characters.
- The characters in the table do NOT count towards this limit—each table is worth exactly 250 characters.
- The maximum allowable size of each image is 2.5 MB.
- Images will be accepted as PNG, JPG or GIF files.
- **If your table exceeds eight (8) columns, please upload it as an image.** This will help us ensure consistent and accurate output of your abstract at time of publication.
- **IMPORTANT:** Images, tables, and/or graphics exceeding the total limit of three (3) may be marked “incomplete” at the close of the submission deadline and will be ineligible for review.

INSTITUTIONAL REVIEW BOARD AFFIRMATION

The Institutional Review Board is charged with protecting the rights and welfare of people involved in research. If your research involved human subjects, you will be required to check a box during the submission process to attest that you have received the appropriate IRB approval.

INVolvEMENT OF INDIVIDUALs NOT LISTED AS AUTHORS

- Names of all individuals who had a substantial role in the study or abstract preparation but are not included in the list of authors must be disclosed.
- For each individual, please describe the activity or activities, (e.g., one or more of the activities included in the authorship criteria list), the reason the individual is not listed as an author and the manner in which the individual’s participation is being disclosed to the learner.

MULTIPLE SUBMISSIONS OF THE SAME STUDY

The same study should not be submitted as multiple abstracts. Therefore, if the abstracts in question are not different enough to be considered separate studies (specifically, if they address the same research question or present the same results), they may all be rejected.

PRESENTATION FORMATS

- Abstracts are considered for either oral presentation or poster presentation.
- The presenting author need not be the first author, but must be a listed author.
- As English is the designated language for the meeting, the presenting author is required to speak English when presenting.
- For concurrent or plenary sessions, only one author can present the abstract.
- If your abstract can only be presented as a poster, please check the appropriate box during the submission process.

PRODUCT NAME USAGE

- The non-proprietary [generic/scientific] name should be used in your abstract.
- The proprietary drug name may appear once in parentheses in the title only. It may not appear in the body.
- If a drug has not received FDA approval, only the non-proprietary name may be used in the title and abstract content.
- Failure to comply will result in disqualification of your submission.
REVISIONS

- Proofread carefully to avoid errors prior to submission.
- Selected abstracts will be published online exactly as submitted.
- You may return to the online submission site to revise your abstract until **noon ET on Monday, June 19, 2017**.
- After this date/time, the submission site will close and no additional changes, edits, revisions, etc. can be made to the title, content, author, or disclosure information—**no exceptions**.
- Should a submission contain errors or the omission of contributing author names after the deadline, presenters may opt to have the abstract withdrawn. Refer to the Withdrawals section of this guide for instructions.

STUDY DESIGN ABSTRACT SUBMISSIONS

A study design abstract could be appropriate for submission if, like any other submission, it describes a hypothesis, description of methodology, data, interpretation of data, etc. For example, one study design could be compared to another. The category to which the abstract would be submitted should be selected based on the clinical disease for which the study design is most relevant.

STUDY SPONSOR STATEMENTS

- For abstracts about studies that were funded by a pharmaceutical company, biotech company, or other commercial enterprise, a “Role of the Study Sponsor” statement must be included (use plural “Sponsors” if more than one sponsor is listed).
- This statement describes for the learner the part played by the commercial entity in the conduct and reporting of the study.
- IMPORTANT: This applies only to **commercial enterprises** (e.g., pharmaceutical or biotech companies; device manufacturing companies). It does not apply to **government entities** such as the National Institutes of Health (NIH) or its equivalent funding agencies in other countries, or to public or private foundations.
- Study sponsor statements will be published in electronic version only on the ACR website.

WITHDRAWALS

- After June 19, presenting authors may submit a request to have an abstract withdrawn.
- All requests for withdrawal can only be made by the **presenting author** and must be submitted via email to: withdrawn@rheumatology.org.
- **Withdrawal requests must include the following:**
  - Abstract ID Number
  - Abstract Title
  - Presenting Author’s Name
- Removal of a withdrawn abstract from the online supplement of *Arthritis & Rheumatology* cannot be guaranteed if the request is received after **Thursday, August 24**.

NEED HELP?

- For **technical assistance** regarding the abstract submission site, contact The Conference Exchange technical support at 401-334-0220 or via email at acr@confex.com between 8:30 AM and 6:00 PM ET, Monday through Friday.
- For **general guideline inquiries** regarding abstract submission, email abstracts@rheumatology.org.
Abstract Review and Notification

ABSTRACT REVIEW

- After the submission deadline, completed abstracts will be peer reviewed.
- Incomplete abstracts cannot be processed and will not be reviewed.
- To ensure the integrity of the review process, revisions will not be accepted after the submission deadline—no exceptions.
- Abstracts will be peer reviewed by a subsection of the ACR Abstract Selection Committee or the ARHP Annual Meeting Program Subcommittee, according to subject categories.
- All reviewers are required to sign a confidentiality agreement.
- All abstracts will be blinded for review, i.e. reviewed without knowledge of the author(s), institution(s) or disclosure information.
- Accepted abstracts will be selected as either a short oral presentation or a poster presentation.

ABSTRACT ACCEPTANCE/REJECTION NOTIFICATIONS

- The ACR will notify the presenting author of the status of their abstract in late August. The ACR graciously requests that all interested parties please refrain from directly contacting the ACR to obtain information regarding abstract status, notification distribution and/or publication dates. Please check the Annual Meeting website regularly for the most up-to-date information.
- It is the presenting author's responsibility to then notify all co-authors.
- IMPORTANT: The presenting author is the sole point of contact for all co-authors. The ACR will direct all co-author inquiries to the presenting author.

Registration & Housing

- Submission or acceptance of an abstract does not register you or ensure hotel accommodations for the Annual Meeting. All presenting authors are required to register and pay the appropriate registration fees and arrange hotel accommodations.
- As abstract presentation dates will be finalized in late August, presenting authors should plan to attend the entire meeting.
- Scheduled abstract sessions will not be changed to accommodate travel schedules.
- Registration and housing will open for ACR/ARHP members on Wednesday, May 31, and for non-members on Wednesday, June 14.
- More registration and housing details can be found on the Annual Meeting website.
Part II: Abstract Presentation

Abstract Embargo Policy

Accepted abstracts are made available to the public online in advance of the meeting and are published in a special online supplement of our scientific journal, *Arthritis & Rheumatology*. Information contained in those abstracts may not be released until the abstracts appear online. Academic institutions, private organizations and companies with products whose value may be influenced by information contained in an abstract may issue a press release to coincide with the availability of an ACR abstract on the ACR/ARHP Annual Meeting Abstract website. However, the ACR continues to require that information that goes beyond what is contained in the abstract (e.g., discussion of the abstract done as part of a scientific presentation or presentation of additional new information that will be available at the time of the meeting) is under embargo until 4:30 PM PT on November 4. Violation of this policy may result in the abstract being withdrawn from the meeting and other measures deemed appropriate. Authors are responsible for notifying financial and other sponsors about this policy. If you have questions about the ACR abstract embargo policy, please contact Annual Meeting abstract staff at abstracts@rheumatology.org.

Presentation Formats

- Abstracts are considered for either oral presentation or poster presentation.
- As English is the designated language for the meeting, the presenting author is required to speak English when presenting.
- If your abstract can only be presented as a poster, please check the appropriate box during the submission process.
- The acceptance notification email will list the presentation format for each accepted abstract.
ORAL ABSTRACT PRESENTATION

- Oral presentations are 15-minute podium presentations.
- The presenter will have 12 minutes for presentation and 3 minutes for discussion.

**New in 2017!**

To allow for additional questions, plenary and late-breaking abstract presenters will be asked to stay an extra 15 minutes after their session.

- Oral abstract presenters will be required to bring their presentation in an electronic format to the onsite Speaker Ready Room, where they will have the opportunity to review and/or revise presentations using computers in the room.
- All slides will be checked for adherence to ACCME policies by ACR staff prior to uploading the presentation.
- All presentations will then be uploaded to a central server and sent to the appropriate meeting room on a secured intranet circuit prior to the start of the session.

ORAL PRESENTATION SLIDE REQUIREMENTS

- Slide #1 must be your title slide.
- Slide #2 must be your disclosure slide. Your disclosure statement should list all commercial relationships relevant to your specific talk. Disclosures must never include the use of a trade name or a product group message.
- Do not reference any company/product brand names during your presentation. However, institution logos (e.g., non-company/product logos such as universities, non-profit associations and government agencies) are allowed in the body of your presentation.
- Abstracts must not contain any advertising, trade names or a product group message.
- Presentations should be in wide screen (16:9) format.

POSTER ABSTRACT PRESENTATION

- Poster presentations facilitate one-on-one interaction between the presenters and attendees.
- Posters are grouped by topic and will be displayed in the poster hall area from **Sunday, November 5–Tuesday, November 7**.
- One poster session will be held each day.
- Posters should fit within a 42“ x 90“ area (106.7 cm x 228.6 cm).
- Posters must be mounted by 8:30 AM and dismantled after 4:00 PM during the designated poster session day as outlined in the abstract acceptance notification.
- **IMPORTANT:** The ACR will promptly remove and recycle all posters not picked up by 6:30 PM each day. Unclaimed posters will not be stored by the ACR.

POSTER SPECIFICATIONS

- The backboard panel for each poster presentation board measures 42 inches (106.7 cm) high and 90 inches (228.6 cm) wide:

  ![Poster Dimensions](image)

- Posters should be printed horizontally and not exceed the size of the presentation board.
- A copy of the accepted abstract must be affixed to the poster or made available to attendees.
- Text and illustrations must be readable from distances of at least three feet. Use lightweight materials only; heavy articles are difficult to secure.
Poster Specifications (continued)

- Disclosures must never include the use of a trade name or a product group message and must be listed once at the bottom of the poster.
- Sponsored abstracts may credit their sponsoring commercial entity in a plain text statement at the bottom of their poster. Product or company logos must never be used. Non-commercial institution [e.g., universities, non-profit associations and government agencies] logos may appear.
- Posters may be broken down into several smaller portions, but must not exceed the size of the presentation board.
- Push pins to mount materials will be available on site.
- No audiovisual, projection or computer equipment requiring electrical power will be permitted in the poster session area.
- Poster presenters are permitted to include a QR code on their poster that allows attendees to scan the code and view the uploaded poster as an electronic copy:

QR Code Tips
- A QR code is a two-dimensional barcode that is readable by smartphones. It allows you to encode a PDF of your poster presentation into a two-dimensional barcode.
- QR codes may be used to share a PDF of your poster presentation with the attendees in lieu of paper handouts.
- To create a QR code, simply search the web for one of the many free online QR code generators.

ACR staff will be unable to provide assistance with creating QR codes.
- Attendees access the poster from their smartphones by scanning the QR code that you have displayed on your poster.
- QR code readers are available in the Apple App Store and Google Play.

ACR POSTER PRESENTER EXPECTATIONS

- Posters must be mounted by 8:30 AM and dismantled after 4:00 PM during the designated poster session as outlined in the abstract acceptance notification.
- IMPORTANT: The ACR will promptly remove and recycle all posters not picked up by 6:30 PM each day. Unclaimed posters will not be stored by the ACR.
- Presenting authors must be available at their poster from 9:00–11:00 AM to answer questions from attendees and poster tour participants.
- Presenting authors are not required to be present at their poster after 11:00 AM, but must return to the poster hall to claim their poster between 4:00–6:30 PM.
- In order to ensure a positive experience for both attendees and poster presenters, it is important to make sure that all posters are properly mounted and presenters are available from 9:00–11:00 AM for poster discussion.
- The ACR will be monitoring posters during the presentation hours in an effort to make certain that the ACR is meeting the educational needs and expectations of attendees.
- The ACR does not have an official poster printing partner and will not offer a poster printing and hanging service in San Diego, CA.

GUIDED POSTER TOURS

- Guided poster tours, led by experts in the field, will guide small groups of attendees during the poster presentation times to highlight novel or recent developments.
- Selected posters from various abstract categories will be included in the tours.
- If your poster is selected as a potential poster tour poster, the poster tour guide will contact you before the meeting.
Presenting Author Responsibilities

At the time of submission, the person submitting the abstract must identify who will be designated as the presenting author. The presenter is required to speak English when presenting, as this is the designated language for the meeting.

The presenting author will be the sole point of contact for information regarding the submission and is responsible for the following:

- Ensuring each co-author is aware of the content of the abstract and supports its data. Failure to receive approval from each co-author will result in the abstract being disqualified.
- Ensuring each co-author is aware of the disclosure requirements.
- Adhering to the Disclosure Policy and obtaining disclosure information from all co-authors.
- Forwarding abstract acceptance/rejection notifications and ACCME and ACR polices to each co-author.
- Notifying each co-author of any changes to the program, as corresponded by the ACR or ARHP, in a timely manner.
- Presenting the abstract or arranging for a co-author to present the abstract if it is selected.
  - Only a co-author listed on the accepted abstract may serve as an alternate presenting author. No exceptions.
  - The ACR will not collect alternate presenter information or make any presenting author corrections to publications after August 24.
  - While ACR cannot modify publications after August 24, an alternate co-author may still be designated to serve as presenting author if circumstances require.

ACR ABSTRACT SESSION SCHEDULE CONFLICTS POLICY

- Abstract session and presentation schedules cannot be changed.
- Invited speaker and moderator schedules cannot be changed to accommodate abstract oral or poster presentations.

PRESENTING AUTHOR AFFIRMATIONS

- The ACR does not condone presentations given by an invited presenter who has not been intimately involved in the development of the data, or who does not meet the criteria for authorship.
- To be eligible to present, presenting authors will be required to confirm agreement with the following affirmation statements at the time of submission:
  - I confirm I had full access to all of the data in the study and take responsibility for the integrity of the data and the accuracy of the data analysis, and approved the data for presentation.
  - I confirm I made significant contributions to the study design, analysis or interpretation of results.

Abstract submission deadline: June 19, Noon ET

www.rheumatology.org/Annual-Meeting/Abstracts
ACCME STANDARD AND ACR POLICY REGARDING THIRD-PARTY BIAS

- In accordance with ACCME requirements and ACR policy, abstracts selected for oral or poster presentation must be free of bias.
- Do not reference any company/product brand names during your presentation. However, institution logos (e.g., non-company/product logos such as universities, non-profit associations and government agencies) are allowed in the body of your presentation.
- The ACR requires that educational materials that are part of a CME activity, such as slides, abstracts and handouts, not contain any advertising, trade names or a product group message.
- Disclosures must never include the use of a trade name or a product group message.
- For oral presentations, disclosures must be listed on the second slide of each presentation.
- For poster presentations, disclosures must be listed once at the bottom of the poster.

Publication

- Accepted abstracts will be published in an online supplement of Arthritis & Rheumatology, an official journal of the American College of Rheumatology.
- All accepted abstracts will be available on the Annual Meeting abstract site several weeks before the Annual Meeting.
Part III: Abstract Permissions Policies

Copyright Policy

The Annual Meeting is a private event. Programs presented at the meeting are for the education of attendees and purchasers of recorded presentations as authorized by the American College of Rheumatology. The information and materials displayed and presented during this meeting are the property of the ACR and the presenter and cannot be photographed, copied, photocopied, transformed to electronic format, reproduced, or distributed without written permission of the American College of Rheumatology and the presenter. Any use of the program content for commercial purposes, which includes, but is not limited to, oral presentations, audiovisual materials used by speakers, and program handouts, without the written consent of the ACR is prohibited. This policy applies before, during and after the meeting. The ACR will enforce its intellectual property rights and penalize those who infringe upon them.

Abstract Permissions and Reprints

Copyright law covers all Annual Meeting abstracts published by the American College of Rheumatology. All rights reserved. No abstracts may be reproduced in any form or by any means without the prior permission of the publisher, except as permitted under section 107 and 108 of the 1976 United States Copyright Act.

For the purposes of this statement, the term ACR Abstracts refers to all Annual Meeting abstracts as published in Arthritis & Rheumatology and posted online, including the abstracts accepted for presentation during ARHP sessions and the late-breaking category.

For the purposes of this statement, the term ACR Posters refers to the accepted abstract POSTER PRESENTATIONS as presented in the poster hall during the Annual Meeting. This does not include abstract text published in the online supplement of Arthritis & Rheumatology. All ACR Posters are the property of the ACR and the presenting author and cannot be reproduced or distributed without written permission from the ACR and the presenting author.

For the purposes of this statement, the term “reproduce” includes all forms of reproduction, including, but not limited to, print, electronic and photographed formats.

For the purposes of this statement, the term “presenting author” refers to the author who is designated as the individual who will present the work during the ACR/ARHP Annual Meeting, as identified through the abstract submission process.
2017 CALL FOR ABSTRACTS GUIDELINES & PROCEDURES

Abstract submission deadline: June 19, noon ET

www.rheumatology.org/Annual-Meeting/Abstracts

APPROVAL PROCESS FOR ACR ABSTRACTS

- Excerpts or the entirety of ACR Abstracts may not be reproduced without the prior written permission of the publisher.
- Permission requests for abstract content and other permission inquiries should be addressed to:

  Permissions Department
  c/o John Wiley & Sons, Inc.
  111 River Street
  Hoboken, NJ 07030
  Fax: 201-748-6008
  wiley.com/go/permissions

- Commercial entities seeking permission to reprint must obtain all materials from the author and/or publisher John Wiley & Sons, Inc. The ACR cannot provide any materials.

APPROVAL PROCESS FOR ACR POSTERS

- Reprint requests for the actual poster abstract text published in the Arthritis & Rheumatology supplement are considered ACR Abstracts and must submitted to Wiley (see approval process above).
- Requests to reproduce individual ACR posters, figures from ACR posters, or booklets of poster presentations (e.g., two or more) must be submitted via e-mail to abstractreprints@rheumatology.org.
- Poster reproduction requests must include the following:
  - Abstract ID Number
  - Abstract Title
  - Presenting Author’s Name
  - A copy of Presenting Author’s written approval (Please Note: An e-mail approval from Presenting Author is acceptable)

REPRODUCING ACR ABSTRACTS AND POSTERS FOR DISSEMINATION PRIOR TO THE ANNUAL MEETING

- Requests to reproduce abstracts for dissemination prior to the Annual Meeting will not be approved.
- Per the ACR Embargo Policy, academic institutions, private organizations, and companies with products whose value may be influenced by information contained in an abstract may issue a press release to coincide with the availability of an abstract online.
- Permission to issue a press release does not require ACR approval. However, it must comply with the ACR Embargo Policy; violation of this policy may result in the abstract being withdrawn from the meeting or other measures deemed appropriate.
- For more information regarding press releases, please contact the ACR public relations department at pr@rheumatology.org.

REPRODUCING ACR ABSTRACTS AND POSTERS FOR DISSEMINATION DURING THE ANNUAL MEETING

- Following approval (see approval process above), an exhibiting organization may disseminate copies of individual ACR Abstracts from its exhibit space. Booklets of abstracts (e.g., two or more) may not be produced.
- Following approval, an exhibiting organization may disseminate information summaries (title/date/time/poster number) of ACR Abstracts from its exhibit space. Summaries may not reference company or product names. Requests for approval must be submitted in writing to abstractreprints@rheumatology.org.
- Presenting authors may disseminate individual copies of their ACR Poster during their assigned poster presentation time. Dissemination must be limited to the area directly in front of their assigned poster space and may not interfere with other poster presentations.
- An electronic copy of the poster may be provided via a QR code generated by the presenter and included on the poster.
REPRODUCING ACR ABSTRACTS AND POSTERS FOR DISSEMINATION AFTER THE ANNUAL MEETING

ACR Abstracts

- Following approval from Wiley (see approval process above), the ACR permits ACR Abstracts (i.e., all abstract content published in the online supplement) to be reprinted and disseminated following the Annual Meeting.
- Abstracts and booklets of abstracts [e.g., two or more] must include the following statement on the front of the abstract/booklet:
  
  *Abstract[s] reprinted from the ACR/ARHP Annual Meeting held November 5–8, 2017. The American College of Rheumatology does not guarantee, warrant, or endorse any commercial products or services. Reprinted by [insert name of supporting company].*

- Booklets cannot contain corporate or product logos or any advertisements. No exceptions.

ACR Posters

Following approval from the presenting author and the ACR (see approval process above), copies of actual ACR poster presentations (i.e., images from the poster presentation hung in the poster hall) may be reproduced.

- Reprint requests for the actual poster abstract text published in the *Arthritis & Rheumatology* supplement are considered ACR Abstracts and must be submitted to Wiley (see approval process above).
- IMPORTANT: The ACR does not retain and cannot provide poster presentation images.
- The following statement must be listed under each Poster reprint:
  
  *Reprinted from the ACR/ARHP Annual Meeting held November 5–8, 2017. The American College of Rheumatology does not guarantee, warrant, or endorse any commercial products or services. Reprinted by [insert name of supporting company].*

Media

Credentialed media attend the Annual Meeting to cover stories for consumer, trade and other media outlets and are easily identified by their black press ribbons. Media has access to all general sessions and limited access (at the discretion of speakers) to Meet the Professor and Workshop sessions. Media may use handheld audio recorders and still cameras (assuming that intellectual property copyrights are respected); moving video recording is also permitted with the permission of the presenter[s]. The exception to this policy is that no photos or video are allowed in the Exhibit Hall, or in the Poster Hall without permission from the poster presenter. Press who would like general photos of the Exhibit Hall can obtain these after the meeting from the ACR. Attendees who have questions about the ACR’s media policies should contact the public relations department at pr@rheumatology.org.
Photographs and Video Recording Policy

As a courtesy to our presenters, ACR policy does not permit photographs or recordings during educational sessions, including poster sessions. The only exception to this is for registered media, who should review their registration materials for more information.

Disclosure and Content Use

USE OF THE ACR NAME

The names, insignias, logos and acronyms of the ACR, the ARHP, and the Rheumatology Research Foundation are proprietary marks. Use of the names in any fashion, by any entity, for any purpose, is prohibited without the express written permission of the American College of Rheumatology.

USE OF THE ACR DISCLOSURE KEY

It is suggested when referencing disclosures in the reprints, that the ACR's disclosure key be added to provide adequate context for abstracts:

- None: Has no financial relationships to disclose
- 1. Stock options or bond holdings in a for-profit corporation or self-directed pension plan;
- 2. Research grants;
- 3. Employment [full or part-time];
- 4. Ownership or partnership;
- 5. Consulting fees or other remuneration;
- 6. Non-remunerative positions of influence, such as officer, board member, trustee or public spokesperson;
- 7. Receipt of royalties;
- 8. Speakers’ bureau; or
- 9. Other
USE OF THE ACR SCIENTIFIC PROGRAM CONTENT

- Information displayed or presented at all sessions during the Annual Meeting is the property of the ACR or the presenter. Information may not be recorded, photographed, copied, photocopied, transferred to electronic format, reproduced or distributed without the prior written permission of the ACR and the presenter.
- Any use of the program content, which includes but is not limited to oral presentations, audiovisual materials used by speakers and program handouts, without the written consent of the ACR is prohibited.
- This policy applies before, during and after the meeting.
- The ACR will enforce its intellectual property rights and penalize those who infringe upon them.

PHOTOGRAPHY AND VIDEO RECORDING POLICY

As a courtesy to our presenters, ACR policy does not permit photographs or recordings during educational sessions, including poster sessions. **No photos or video are allowed in the Exhibit Hall.**

Part IV: ACR Call for Late-Breaking Abstracts

The late-breaking abstract category allows for the submission of truly late-breaking scientific research for which no preliminary data are available at the time of the June 19 general abstract submission deadline.

Late-Breaking Abstract Submission

- **Tuesday, August 29** Late-Breaking Abstract Submission Site Opens
- **Tuesday, September 26** Late-Breaking Abstract Submission Site Closes (noon ET)

Only a very small number of late-breaking abstracts are accepted to the meeting—if your data are available at the time of the general submission deadline, you should submit your abstract at that time, as the probability of acceptance is significantly higher. **Visit the Annual Meeting website in July for complete Late-Breaking Abstract guidelines.**