CALL FOR ABSTRACTS

Guidelines for Submission

November 8–13
Georgia World Congress Center
Atlanta, GA
rheumatology.org/Annual-Meeting/Abstracts
Submit Your Abstract for the 2019 ACR/ARP Annual Meeting!

This is your complete guide to submitting an abstract for the 2019 ACR/ARP Annual Meeting in Atlanta, GA, November 8–13, 2019. Please read this entire guide before you begin the submission process.

The American College of Rheumatology (ACR) and the Association of Rheumatology Professionals (ARP) invite you to submit an abstract and take advantage of the opportunity to have your work peer reviewed by experts in the field. If accepted, your abstract will be published in an online supplement of the Arthritis & Rheumatology journal and displayed in the distinguished international venue of the 2019 ACR/ARP Annual Meeting.

New this Year!
- New submission site – read guidelines and instructions carefully!
- Pediatric category posters will be presented as e-posters.
- Uploaded tables and/or graphics will not count towards the character limit.

Important Dates

Abstract Submission
- Tuesday, April 9: Abstract Submission Site Opens
- Tuesday, June 4: Abstract Submission Site Closes (noon ET)
- Late August: Author Notification
- Thursday, August 22: Deadline to Withdraw Abstracts
- Tuesday, September 3: Late-Breaking Abstract Submission Site Opens
- Tuesday, October 1: Late-Breaking Abstract Submission Site Closes (noon ET)

Registration and Housing
- Wednesday, June 12: Member Registration and Housing Opens
- Wednesday, June 26: Non-Member Registration and Housing Opens
- Wednesday, August 28: Early Bird Registration Rate Deadline
- Wednesday, October 30: Advance Registration Rate Deadline

Annual Meeting
- November 9: Abstract Embargo Lifted (4:30 PM ET)
- November 10–12: ACR/ARP Abstract Poster Sessions/Tours (9:00–11:00 AM ET) and ACR Plenary Abstract Sessions (11:00 AM–12:30 PM ET)
- ACR/ARP Abstract Concurrent/Combined Sessions (2:30–4:00 and 4:30–6:00 PM ET)
- November 13: ACR/ARP Abstract Concurrent/Combined Sessions (9:00–10:30 AM and 11:00 AM–12:30 PM ET)
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Part I: Abstract Submission

ACR Call for Abstracts
The ACR Annual Meeting program includes content related to the clinical practice and teaching of rheumatology. Abstracts covering basic and translational science that contributes to the understanding of musculoskeletal and rheumatic disease pathogenesis, therapeutic mechanisms and efficacy, as well as studies investigating healthcare delivery to patients are eligible for submission.

Eligibility

Who Is Eligible to Submit?
- Members and non-members of the ACR and ARP 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.
- Abstracts reporting results of a clinical trial 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?
- Abstracts should not report results that have been previously presented at an ACR/ARP Annual Meeting.
- Abstracts that report 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/ARP submission deadline of noon ET on Tuesday, June 4, 2019 are ineligible for consideration.
- Multiple abstracts may not be submitted for one study unless substantially different research questions are being addressed in each abstract.
- Abstracts submitted for the ARP program may not be concurrently submitted to the ACR program.
- Case reports are not considered appropriate and will not be reviewed. We encourage those with interesting cases or images to consider submission to the Thieves Market or Image Competition. See separate submission processes.
- Abstracts not accepted in the main abstract review submission 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. The ACR will provide a receipt, but does not supply invoices for payments received.
- 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 2019 Annual Meeting in Atlanta, GA.
- If your abstract can only be presented as a poster, please check the appropriate box during the submission process. This is your only opportunity to indicate your preference for a poster.
- Select the most appropriate category to submit the abstract based on the most relevant disease/topic.
- No changes may be made to a submission after the deadline of June 4 at noon ET. However, you will be able to access the submission portal to view your completed abstract submission. You may print a copy of your submission fee receipt.
Submitting an ACR Abstract
Review all submission instructions provided in this guide before submitting an abstract. Visit the online submission site to get started.

ACR Abstract Submission Processing Fee
The fee for submitting each abstract is $70. The ACR accepts electronic payment only in the form of MasterCard, Visa, or American Express. Abstract processing fees must be in U.S. funds. All fees are non-refundable—no exceptions. There are no refunds for rejected or withdrawn abstracts.

SUBMISSION DEADLINE: Tuesday, June 4, 2019, noon Eastern Time—no exceptions. No changes may be made to your submission, including author information, after the deadline.

2019 ACR Abstract Submission Categories
Abstract categories identify areas of research to be presented at the Annual Meeting. Each year, categories are determined by the planning committee and category co-chairs. Reviewers are assigned before the review process begins.

Basic Science
1. B Cell Biology and Targets in Autoimmune and Inflammatory Disease: B lymphocyte differentiation and activation, B cell subsets, plasma cells, autoantigens, and autoreactive B cells
2. Cytokines and Cell Trafficking: Cytokines, chemokines, cytokine and chemokine receptors, signal transduction pathways, cell-cell interactions, adhesion molecules, cell matrix interactions, and matrix properties
3. Genetics, Genomics and Proteomics: Techniques, strategies and observations related to genetic susceptibility of disease, gene expression, bioinformatics and systems biology
4. Innate Immunity: Dendritic cells, neutrophils, macrophages, NK cells, innate host defense, pattern recognition receptors and their ligands, complement, Fc receptors, and autoinflammation
5. Osteoarthritis and Joint Biology – Basic Science: Joint biology and biochemistry, cartilage and chondrocyte biology, and basic human and animal studies on the pathogenesis of osteoarthritis
6. Pediatric Rheumatology – Basic Science: Pathogenesis, genetics and genomics of pediatric rheumatologic conditions and other studies on disease mechanisms relevant to pediatric conditions
   New this year: e-poster presentation
8. Rheumatoid Arthritis – Etiology and Pathogenesis: Etiology; pathogenesis; genetics; genomics and related molecular analyses; disease susceptibility; molecular and cellular abnormalities; and microbe and environmental triggers of rheumatoid arthritis (These studies focus on human disease and involve human subjects and/or samples)
9. Spondyloarthritis Including Psoriatic Arthritis – Basic Science: Pathogenesis, genetics, and genomics of spondyloarthritis, including psoriatic arthritis and reactive arthritis, and animal models of spondyloarthritis
11. Systemic Lupus Erythematosus – Etiology and Pathogenesis: Etiology; pathogenesis; genetics; genomics and related molecular analyses; disease susceptibility; molecular and cellular abnormalities; and microbiome and environmental triggers of SLE (These studies focus on human disease and involve human subjects and/or samples)
12. **Systemic Sclerosis and Related Disorders – Basic Science**: Pathogenesis, genetics, and genomics of systemic sclerosis, Raynaud’s phenomenon and other fibrosing syndromes, and animal models of systemic sclerosis and fibrosis

13. **T Cell Biology and Targets in Autoimmune and Inflammatory Disease**: T lymphocyte differentiation and activation, T cell subsets, antigen recognition, autoreactive T cells, cognate cell interactions, and organogenesis

Clinical

14. **Antiphospholipid Syndrome**: Pathogenesis, diagnosis, clinical manifestations, outcomes, and treatment of antiphospholipid syndrome

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

16. **Epidemiology and Public Health**: Studies of trends and risk factors for development and outcomes of rheumatic diseases, typically using population-based databases or disease registries; observational or intervention studies related to the natural history or prevention of rheumatic disease

17. **Fibromyalgia and Other Clinical Pain Syndromes**: Fibromyalgia, regional pain syndromes, and local diseases of muscle, ligament and tendon

18. **Healthcare Disparities in Rheumatology**: Population-specific differences in the presentation, features, treatment, access and outcomes of rheumatologic disease

19. **Health Services Research**: Delivery of care affecting patients with rheumatic disease; health systems and health care economic and utilization analysis *(combined with ARP Health Services category during review)*

20. **Imaging of Rheumatic Diseases**: Abstracts primarily focused on radiography, nuclear medicine, magnetic resonance imaging (MRI), ultrasound, computed tomography (CT), or novel imaging modalities

21. **Infections and Rheumatic Disease**: Musculoskeletal manifestations of infectious disease, infections and vaccinations in patients with rheumatic diseases *(For infections resulting from or related to a specific rheumatic disease, please submit to the appropriate disease category.)*

22. **Measures and Measurement of Healthcare Quality**: 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

23. **Metabolic and Crystal Arthropathies – Basic and Clinical Science**: Pathogenesis, diagnosis, clinical manifestations, outcomes, and treatment of gout and other crystal-induced and metabolic arthropathies

24. **Miscellaneous Rheumatic and Inflammatory Diseases**: Rheumatic manifestations specific to either a single etiology, organ system, and therapy of less common and even rare illnesses not included in other categories *(e.g., immunotherapy rheumatic complication, autoimmune eye disease, interstitial lung disease with autoimmune features, periodic fever syndromes, RS3PE, reticulohistiocytosis, SAPHO)*

25. **Muscle Biology, Myositis and Myopathies – Basic and Clinical Science**: Muscle biology, inflammatory and non-inflammatory muscle disease

26. **Orthopedics, Low Back Pain and Rehabilitation**: Orthopedic conditions and interventions, physical medicine techniques and outcomes, sports medicine *(combined with ARP Rehabilitation category during review process)*

27. **Osteoarthritis – Clinical**: Diagnosis, clinical manifestations, outcomes, and treatment of osteoarthritis

28. **Osteoporosis and Metabolic Bone Disease – Basic and Clinical Science**: Pathology, diagnosis, clinical manifestations, outcomes, and treatment of osteoporosis and metabolic bone disease

29. **Pain Mechanisms – Basic and Clinical Science**: Studies on pain mechanisms, animal models of pain, pain physiology, pain evaluation, pain management, and pain-related functional imaging

30. **Patient Outcomes, Preferences, and Attitudes**: Research focused on perceptions, preferences, and attitudes of patients with rheumatic disease as well as patient-reported outcomes
31. **Pediatric Rheumatology – Clinical**: Diagnosis, clinical manifestations, outcomes, and treatment of inflammatory and non-inflammatory pediatric conditions  
   **New this year**: e-poster presentation

32. **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 rheumatic disease patients

33. **Rheumatoid Arthritis – Diagnosis, Manifestations, and Outcomes**: Presentation, diagnosis, assessment, prognosis, outcomes, and comorbidities of rheumatoid arthritis

34. **Rheumatoid Arthritis – Treatments**: Clinical treatment of rheumatoid arthritis

35. **Sjögren’s Syndrome – Basic and Clinical Science**: Pathogenesis, diagnosis, clinical manifestations, outcomes, and treatment of Sjögren’s syndrome

36. **Spondyloarthritis Including Psoriatic Arthritis – Clinical**: Diagnosis, clinical manifestations, outcomes, and treatment of spondyloarthritis, including psoriatic arthritis and reactive arthritis

37. **Systemic Lupus Erythematosus – Clinical**: Diagnosis, clinical manifestations, outcomes, and treatment of lupus

38. **Systemic Sclerosis and Related Disorders – Clinical**: Diagnosis, clinical manifestations, outcomes, and treatment of systemic sclerosis, Raynaud’s and other fibrosing syndromes

39. **Vasculitis – ANCA-Associated**: Diagnosis, clinical manifestations, outcomes, and treatment of ANCA-associated vasculitis, including granulomatosis with polyangitiis (GPA), eosinophilic granulomatosis with polyangitiis (EGPA), and microscopic polyangitiis (MPA)

40. **Vasculitis – Non-ANCA-Associated and Related Disorders**: Etiology, pathogenesis, clinical features, epidemiology, clinical trials, and management of the systemic vasculitides and related syndromes, including polymyalgia rheumatica, Behcet’s disease, Kawasaki disease, cryoglobulinemia, and IgG4-related disease

**Early Career Investigators: ACR/ARP 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).
- To be considered for inclusion in either conference, submitters must indicate the appropriate submission type before entering the submission site.
- Abstracts must also be submitted to the ACR or ARP general abstract program. Acceptance to the ACR program is a prerequisite for consideration for the Basic Research Conference or Clinical Research Conference. 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.

**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**: **Tuesday, June 4, 2019, noon ET—no exceptions.** No changes may be made to your submission, including author information, after the deadline.

**Format**
Accepted abstracts to the Basic Research and Clinical Research Conferences will be presented in oral format during the pre-meeting sessions on **Saturday, November 10**.
**Early Career Investigators’ Basic Research Conference Criteria**

Abstracts should address environmental-immune interactions at mucosal surfaces that may contribute to the pathogenesis of autoimmune rheumatic diseases. The ACR encourages abstracts related to evolving concepts of mucosal surfaces as sites of diseases initiation, including mucosal-related mechanisms of immune dysregulation and autoantigen/autoantibody production, mucosal barrier integrity, immune-cell trafficking along mucosal surfaces and target tissues, and host-microbiota interactions that may contribute to systemic autoimmunity.

**Early Career Investigators’ Clinical Research Conference Criteria**

The 2019 ACR clinical research conference is focused on Clinical Research and Big Data. Large amounts of data aggregated by registries, mobile platforms, social media, and electronic health records provide new opportunities for clinical research. The conference will feature thought leaders from the fields of epidemiology, computer science, clinical informatics, public health, and medicine to discuss the pitfalls, challenges, and also opportunities these new data sources present for rheumatology research. In addition, speakers will highlight effective applications of data analytic methods from biostatistics, machine learning and data mining, while also reviewing approaches to limit potential biases from different data sources.

**ARP Call for Abstracts**

The ARP program reflects the needs and interests of healthcare professionals with an interest in rheumatology-related issues by offering a forum to address significant issues with a multidisciplinary audience. Abstracts will be peer reviewed by a subsection of the ARP Annual Meeting Program Subcommittee according to subject categories. ARP abstract sessions will not necessarily be scheduled by individual category.

**Submitting an ARP Abstract**

Visit the [online submission site](#) to get started.

**ARP Abstract Submission Processing Fee**

A $40 processing fee accompanies each ARP abstract submission. The ARP 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. There are no refunds for rejected or withdrawn abstracts.

**SUBMISSION DEADLINE:** Tuesday, June 4, 2019, noon Eastern Time—no exceptions. No changes may be made to your submission, including author information, after the deadline.

**2019 ARP 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. Reviewers are assigned before the review process begins.
41. **Clinical Practice/Patient Care**: Care of patients, practice management, medication monitoring/adherence, and complementary and alternative strategies.

42. **Education/Community Programs**: Patient education, professional education, community-based programs, and public health programs.

43. **Epidemiology and Public Health**: Studies of trends and risk factors for development and outcomes of rheumatic diseases, typically using population-based databases or disease registries; observational or intervention studies related to the natural history or prevention of rheumatic disease.

44. **Health Services Research**: Delivery of care affecting patients with rheumatic disease; health systems and health care economic and utilization analysis (*combined with ACR Health Services Research category during review*).

45. **Orthopedics, Low Back Pain, and Rehabilitation** (*formerly Rehabilitation Sciences*): Orthopedic conditions and interventions, physical/occupational therapy techniques and outcomes, rehabilitation and sports medicine (*combined with ACR Orthopedics, Low Back Pain, and Rehabilitation category during review*).

46. **Pediatric Rheumatology**: Diagnosis, clinical manifestations, outcomes, and treatment of inflammatory and non-inflammatory pediatric conditions; pediatric practice and patient care.

47. **Psychology/Social Sciences**: Social, emotional, and behavioral factors affecting patients, families, and providers.

48. **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 ARP 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.

**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 2019 ACR/ARP Annual Meeting by the June 4 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 2019 ACR/ARP Annual Meeting by **noon ET on June 4** in order to be eligible.
- Application deadline for the Foundation’s abstract awards is **Wednesday, 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, excluding spaces
- **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 three image, table, and/or graphic uploads per submission. **New this year**: Uploaded tables and/or graphics will not count towards the character limit.
- 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
- Enter the title **in the title field only** and do not enter the title in the body of the abstract. When entered in the title field only, titles DO NOT count towards the 2,750 abstract body character limit.
- Title character limit is 250 characters, excluding spaces.
- 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.
- 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.
- When entering the title, use mixed case (do not use all caps OR all lowercase). 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
  This is an improperly formatted abstract title.
Authors

- To qualify for authorship, individuals must have made substantial contributions to study conception and design; and/or substantial contributions to acquisition of data; and/or substantial contributions to analysis and interpretation of data.
- Do not list authors or commercial relationships in the body of the abstract.
- Please consult with your co-authors on how their names should appear prior to submission. **You will not be able to make changes 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:
  - **Background/Purpose**: Background or statement of purpose
  - **Methods**: Methods, materials, and analytical procedure used*
  - **Results**: Summary of the results in sufficient detail to support conclusion (never “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, include a short paragraph in the Methods section detailing the proportion of patients who satisfy the ACR classification criteria for the particular disease.

The submission form contains separate fields for each section, where content may be copy/pasted or typed directly. You do not need to include the section titles. After entering your submission text, you may upload images and captions separately.

Images, Tables, and Graphics

- Up to three images are allowed.
- **New this year**: Uploaded tables and/or graphics will not count towards the character limit.
- The maximum allowable size of each image is 2.5 MB.
- Images will be accepted as PNG, JPG, GIF, or PDF 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 table at time of publication.
- **IMPORTANT**: Images, tables, and/or graphics exceeding the total limit of three may be marked “incomplete” at the close of the submission deadline and will be ineligible for review.

Disclosure Policy

- As a CME provider accredited by the [Accreditation Council for Continuing Medical Education](#) (ACCME), the ACR 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 spouses/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 interest.

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 for both the individual and/or spouse/partner:

### Relevant Financial Relationships

- **None:** Has no relevant financial relationship to disclose.
  1. Shareholder
  2. Grant/Research Support
  3. Employee
  4. Ownership Interest (stocks, stock options, or other ownership interest excluding diversified mutual funds)
  5. Consulting Fees (e.g., advisory boards)
  6. Officer or Board Member
  7. Royalties
  8. Speaker/Honoraria includes speakers bureau, symposia, and expert witness
  9. Other Financial or Material Support

- **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 ARP leadership.
- The abstract review process is blinded. The disclosure information you provide will not influence the review of your abstract.
- Presenting authors/submitters are permitted to enter the disclosure information on 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 Annual Meeting website.

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 (such as a medical writer) must be disclosed in the body of the abstract.
• For each individual, please describe the activity or activities (e.g., one or more of the activities included in the authorship criteria list).

Multiple Submissions of the Same Study
Do not submit the same study as multiple abstracts. If the submitted abstracts 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 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 may 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.

Research Involving Animals
The Institutional Animal Care and Use Committee (IACUC) of an institution, or a comparable body depending on country, ensure the humane treatment of animals used for research and education. If your research involved animals, you will be required to check a box during the submission process to attest that you have received the appropriate approval.

Research Involving Human Subjects
An Institutional Review Board (IRB), or a comparable ethical review board depending on country, protects 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 ethical review board approval.

Revisions
• You may return to the online submission site to revise your abstract until noon ET on Tuesday, June 4, 2019.
• 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**.
• Proofread carefully to avoid errors prior to submission.
• Selected abstracts will be published online **exactly** as submitted.
• 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. Submit an abstract to a category based on the 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” (or Sponsors) statement must be included.
• This statement describes the commercial entity’s role in the conduct and reporting of the study.
• IMPORTANT: This applies only to **commercial enterprises**. 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 4, 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 22**.

**Need Help?**
• Should you need technical support, please email support@ConferenceAbstracts.com or call (410) 638-9239 between the hours of 9 am–9 pm ET, Monday–Friday to reach a support specialist.
• 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 by a subsection of the ACR Abstract Selection Committee or the ARP Annual Meeting Program Subcommittee, according to subject categories.
• Incomplete abstracts cannot be processed and will **not** be reviewed.
• Revisions will not be accepted after the submission deadline — **no exceptions**.
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**

- Both presenting authors and co-authors will receive initial notification of acceptance/rejection.
- After initial notification, co-authors will be referred to the presenting author for any additional questions. No further correspondence will occur between the ACR and co-authors unless the presenting author has been unresponsive after 30 days from first notification.

**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 for the meeting, pay the appropriate registration fees, and arrange hotel accommodations.
- As abstract presentation dates will be not be finalized until mid-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/ARP members on **Wednesday, June 12**, and for non-members on **Wednesday, June 26**. Learn more about registration and housing on the [Annual Meeting website](#).

**Part II: Abstract Presentation**

**Abstract Embargo Policy**

Accepted abstracts are 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/ARP 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 ET on **November 9**.

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 the 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 three minutes for discussion.

*Please Note* Plenary and late-breaking abstract presenters will be asked to stay an extra 15 minutes after their sessions to answer additional questions.

- Oral abstract presenters will be required to bring their presentation in an electronic format to the on-site 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 product group messages.
- Presentation slides should be in wide screen (16:9) format.

**Poster Abstract Presentation**
- Posters are grouped by topic and will be displayed in the poster hall area from Sunday–Tuesday, November 10–12.
- 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 remove and recycle all posters not picked up by 6:30 PM each day. Unclaimed posters will not be stored.

**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 Specifications Diagram](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 in non-electronic form.
Text and illustrations must be readable from distances of at least three feet. Use lightweight materials only. Heavy articles may fall off the board.

Disclosures must never include the use of a trade name or a product group message. List all disclosures once at the bottom of the poster.

Sponsored abstracts may credit the sponsoring commercial entity in a plain text statement at the bottom of the 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 your 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 in lieu of paper handouts.
- Attendees access the poster from their smartphones by scanning the QR code that you have displayed on your poster.
- 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.
- QR code readers are available in the Apple App Store and Google Play.

ACR Poster Presenter Expectations
- Hang your posters by 8:30 AM and remove them promptly after 4:00 PM during the designated poster session noted in your abstract acceptance notification. IMPORTANT: The ACR will remove and recycle posters that are not picked up by 6:30 PM each day.
- Presenting authors must be available at their poster from 9:00–11:00 AM to answer questions from attendees and poster tour participants.
- The ACR will monitor posters during the presentation hours 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. The ACR will not offer poster printing and hanging services in Atlanta, GA.

Guided Poster Tours
- Guided poster tours, led by experts in the field, will guide small groups of attendees to selected posters to highlight novel or recent developments.
- If your poster is selected for the tour, the tour guide will contact you before the meeting.

Presenting Author Responsibilities
At the time of submission, a presenting author must be designated. English is the required language for all meeting presentations.

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 ACCME and ACR polices to each co-author.

Notifying each co-author of any changes to the program, as corresponded by the ACR or ARP, in a timely manner.

Presenting the abstract or arranging for a co-author to present the abstract if it is selected. (Only co-authors listed on the accepted abstract may serve as an alternate presenting author.)

Appointing a co-author to present the abstract in your absence if a schedule conflict is identified before the meeting (for example, if you have accepted an invitation to participate as an invited speaker, moderator, or poster tour guide). The ACR will not collect alternate presenter information or make any presenting author corrections to publications.

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, presenting authors will be required to confirm agreement with the following affirmation statements at the time of agreement to present:

- 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.

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. University, non-profit association, or government agency logos 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 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 it.

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 ACRAbstracts refers to all Annual Meeting abstracts as published in Arthritis & Rheumatology and posted online, including the abstracts accepted for presentation during ARP sessions and the late-breaking category.

For the purposes of this statement, the term ACRPosters 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/ARP Annual Meeting, as identified through the abstract submission process.

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, poster figures, or booklets of two or more poster presentations must be submitted via email 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 (email approval 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 only in the area directly in front of their assigned poster space. This must not interfere with other poster presentations.
- Presenters may provide an electronic copy of the poster via a QR code (see above for more information).

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/ARP Annual Meeting held November 8–13, 2019. 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 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/ARP Annual Meeting held November 8–13, 2019. The American College of Rheumatology does not guarantee, warrant, or endorse any commercial products or services. Reprinted by (insert name of supporting company).*

**Media Access**
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. Approved members of the press have access to all general sessions, the exhibit hall and poster hall. Space permitting, they can attend workshops and Meet the Professor Sessions with permission from the speaker. Filming in sessions, the Exhibit Hall and Poster Hall is strictly prohibited. Hand held audio recorders may be used in sessions for the sole purpose of reporting accuracy, assuming all intellectual property rights will be respected. Photos may be taken within sessions and of individual posters and exhibits with permission of the presenter or exhibitor. Press who would like general photos of the Exhibit Hall can obtain these after the meeting from the ACR. For more information about the ACR’s media policies, contact the public relations department at pr@rheumatology.org.

**Attendee Photographs and Video Recording Policy**
The ACR encourages the dissemination of educational content to benefit others. Our presenters have the right to request no photographs during their session and can announce this directly to attendees and/or include an icon to indicate their preference (see icon below). If permitted, photos must be captured in a non-disruptive manner so as not to disturb the presenter and other learners and should be for personal, non-commercial use. Flash photography, video recording, and live streaming of any Annual Meeting materials, including posters, exhibits, and all presentations are strictly prohibited.
Disclosure and Content Use

Use of the ACR Name
The names, insignias, logos, and acronyms of the ACR, the ARP, 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. Shareholder
2. Grant/Research Support
3. Employee
4. Ownership Interest (stocks, stock options, or other ownership interest excluding diversified mutual funds)
5. Consulting Fees (e.g., advisory boards)
6. Officer or Board Member
7. Royalties
8. Speaker/Honoraria includes speakers bureau, symposia, and expert witness
9. Other Financial or Material Support

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, including all oral presentations, audio-visual materials used by speakers, and program handouts, is prohibited without the written consent of the ACR.
- The ACR’s intellectual property rights policy applies before, during, and after the meeting. Violators may be penalized.

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 4 general abstract submission deadline.

The Late-Breaking Abstract acceptance rate is significantly lower than the acceptance rate for the general submission deadline. It is in your best interest to submit during the general submission period.

General Abstract acceptance rate: 80%
Late-Breaking Abstract acceptance rate: 20%

An abstract submitted to the late-breaking category only because the submitter missed the general deadline will not be accepted. A legitimate reason that the abstract could not be submitted during the general abstract submission period is required, and a very high degree of scientific excellence is expected in late-breaking submissions.
Late-Breaking Abstract Submission

**Tuesday, September 3**  
Late-Breaking Abstract Submission Site Opens

**Tuesday, October 1**  
Late-Breaking Abstract Submission Site Closes (noon ET)

Visit the [Annual Meeting website](#) in July for complete Late-Breaking Abstract guidelines.