2017 North American CF Conference

RULES FOR SUBMITTING ABSTRACTS

Submission Deadline: May 25, 2017, 11:59 p.m. Eastern Daylight Time

Please read carefully and print a copy for your convenient reference before beginning the submission process.

1. Abstracts selected by peer review will be published as a supplement to Pediatric Pulmonology. Publication is scheduled for September. Authors will be notified in late July whether or not their abstracts have been accepted for presentation.

2. Submission of an abstract constitutes permission to publish the abstract. The electronic submission and review process is designed to ensure that no one other than authorized reviewers, the CF Foundation (CFF) and the publisher will have access to abstracts before the publication date. However, once an abstract is submitted, absolute security cannot be guaranteed. Therefore, an abstract should be considered “published” as soon as it is submitted.

3. Abstracts are accepted on the basis of scientific merit and originality. To have a chance for acceptance, abstracts must:
   a. Address an important question;
   b. Present novel concepts, approaches, data or information;
   c. Employ a study design that will permit the question to be answered;
   d. Contain clearly defined endpoints;
   e. Describe methods in sufficient detail;
   f. Contain sufficient data to support conclusions*; and
   g. Clinical studies must contain enough patients to be statistically valid and significant.

* Clinical investigators may submit a placeholder abstract describing a clinical trial for which results are not available before the abstract submission deadline (but will be available before the 2017 NACFC and no later than October 25). Such abstracts should include a brief background and purpose of the study, study design, patient selection criteria, primary and secondary endpoints, and any interim results. Be sure to include information about when the data will be available. These abstracts will undergo the standard review process and, if accepted, will be eligible for selection by Workshop moderators for oral presentation in the 2017 NACFC Workshop sessions.

Authors who submit a placeholder abstract, as described above, will have an opportunity to update the submission, ONLY if it is accepted for presentation at the 2017 NACFC.

IMPORTANT: Authors will be granted “late” access to the NACFC abstract website to enter the updates to the original placeholder abstract through August 2, 11:59 p.m. EDT. Any updates made after this deadline will not be published in the supplement to Pediatric
Pulmonology, but they will be accepted. The deadline for entering the updates to the placeholder abstracts via the NACFC abstract website is **August 7**.

4. Authors should not split data to create several abstracts from the same work. If splitting is judged to have occurred, acceptance of all abstracts may be jeopardized.

5. All accepted abstracts will be presented in 4’x4’ poster form and displayed in the Exhibit Hall. A limited number of accepted abstracts will also be selected by the review committee for oral presentation in Workshops. Instructions for poster and oral presentation will be included in the acceptance notifications to presenting authors.

6. The presenting author must certify that the contents of the abstract have not been published prior to the date the abstract is submitted. In addition, abstracts that have been submitted to other organizations (ATS, SPR, etc.) should not be submitted unless they contain **substantially different** data.

7. The presenting author will also be required to certify, on behalf of all of the abstract’s co-authors, that:
   a. All authors are aware of and have agreed to have the abstract submitted and published, if accepted;
   b. All authors agree to transfer copyright of the abstract to John Wiley & Sons, Inc. (U.S. Federal Government authors: Since copyright cannot be transferred from government agencies, your abstract will be noted as public domain.);
   c. Author will personally attend the NACFC to present the abstract, if accepted; and
   d. Author understands that, if the abstract is selected for oral presentation in a Workshop, author will be asked to indicate whether permission is granted to the CFF to audio/video record his/her image and presentation for reproduction, sale and distribution on behalf of the CFF.

8. **Submission of an abstract constitutes a commitment on the part of the author(s) to present the abstract at the conference, if accepted.** Failure to present an accepted abstract at the NACFC will be grounds for non-acceptance of an author’s abstract(s) in the future.

9. **The author submitting the abstract (contact author) MUST be the person who will present the abstract if it is accepted (presenting author). No changes of presenting author will be accepted after submission.** The person submitting an abstract as presenting (contact) author must warrant that he/she will personally attend the NACFC and present the abstract, if accepted.

10. No more than **two** abstracts may be submitted by any first author.

11. Presenting authors will be required to register for the NACFC.

12. All expenses associated with submission and presentation of the abstract, including conference registration fees, are the responsibility of the presenter.

13. Authors are encouraged to **carefully consider the category in which each abstract is to be submitted.** Proper categorization will lead to referral to the appropriate review group.
Improper categorization may limit the abstract’s chances of acceptance. The “Guidelines for Categorizing Abstracts” document will help you submit your abstract in the proper category, so please read it carefully and thoroughly. The “Guidelines for Categorizing Abstracts” document is posted under the Abstract Submissions section of the NACFC website and is also available on the NACFC abstract submission website. The abstract review committee and the CFF reserve the right to make the final determination of the category in which the abstract will be reviewed/accepted/presented. **Note:** If you are not sure which category would be most appropriate for your abstract, please contact the CF Foundation at 301-907-2513 or nacfc@cff.org for assistance.

14. Revisions to abstracts after the submission deadline **will not be permitted**. Please proofread your abstract carefully before submitting it.

15. Only completed, **submitted** abstracts will be eligible for review. Abstracts remaining in the system as “drafts” after the May 25 submission deadline will be discarded. **Remember:** If you return your abstract to draft status for editing, you **must** re-submit the abstract by clicking on “Step 10: Proof & Submit” in the sidebar menu.

16. Requests for withdrawal of an abstract must be received by the CFF **in writing** at nacfc@cff.org before **August 21, 2017**. Withdrawal of abstracts without sufficient justification may jeopardize acceptance of an author’s abstract(s) in the future.

17. **Do not** submit case studies in abstract form.