


ABSTRACT SUBMISSION GUIDE

STEPS FOR A SUCCESSFUL ABSTRACT SUBMISSION

1. Review the Submission Checklist.
2. Review the Style Guide.
3. Review this Submission Guide, a preview of the online submission form after you have logged into the system with your AMP Username.

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AMP GLOBAL 2017

Online Abstract Submission System

Deadline and Procedures

Abstract Submission Opens:	Monday, August 29, 2016
Submission Deadline:	Wednesday, November 30, 2016 (7:00pm, Berlin, Germany)
Notifications:	Mid-January, 2017
Withdrawal Deadline:	January 31, 2017

All delegates at the AMP Global 2017 Congress on Molecular Pathology are invited to submit abstracts of original studies related to molecular pathology and diagnostics. Complete abstracts must be submitted online no later than 7:00pm (Berlin, Germany local time) on Wednesday, November 30, 2016.

Eligibility: All delegates who are interested in molecular diagnostics are invited to submit abstracts in English of original studies related to molecular pathology and diagnostics, including lab professionals, clinicians, pathologists, technologists, and doctoral trainees. For the inaugural AMP Global Congress, there is no sponsorship by an AMP Member or AMP Membership required to submit an abstract, but AMP members DO receive discounted [meeting registration rates!](#) Interested in learning more about all the benefits of AMP Membership? Visit www.amp.org/Join

Submission Categories: Genetics, Hematopathology, Infectious Diseases, Informatics, Solid Tumors, Technical Topics, Other (Education, etc.). *Abstract submissions in the "Other (Education, etc.)" topic category may include descriptions of novel educational approaches, innovative programs, pioneering technologies, etc. As with other abstract submissions, these abstract submissions must demonstrate the scientific method, i.e., describe the methodology and data collection, identify how to measure, analyze, and report outcomes, and provide conclusions. All submitted abstracts will be reviewed with the same criteria (see below).*

Submission Deadline: Complete abstracts must be submitted online in English no later than 7:00pm (Berlin, Germany local time) on Wednesday, November 30, 2016. All abstract submissions must be complete and finalized before this time and date - NO EXCEPTIONS. The final abstract submission step is not complete until you have clicked the "Finalize and Save" button. Only the Corresponding Author will receive an automatically-generated confirmation email only after your abstract has been successfully finalized and submitted. Abstracts that are in process but not finalized after the deadline will not be considered for acceptance and/or awards.

Notification: The Corresponding Author will be notified by email no later than mid-January, 2017. Accepted abstracts will be published as an online supplement to the March 2017 issue of *The Journal of Molecular Diagnostics (JMD)* (see "Eligibility for Publication" section). Abstracts that are not eligible for publication in JMD, i.e., have been submitted to another publication or to another meeting that occurs prior to April 2017, will be rejected. Abstracts may be withdrawn until Tuesday, January 31, 2017.

Embargo: The research presented as posters at the AMP Global Congress from the abstracts published as an online supplement to the March issue of *JMD* is embargoed until the first day of poster presentations at the Global Congress.

Poster Presentation: First authors of accepted abstracts are expected to [register](#) as a delegate and present posters at the Global Congress summarizing their studies. Submitting an abstract for poster presentation does not constitute registration for the AMP Global Congress. All authors of abstracts must adhere to the [AMP Scientific Integrity Policy](#).

Additional Information


Please visit the links below to read other information about the abstract submission process:

- [AMP Rules for Abstract Submission](#)
- [Author Information](#)
- [Poster Information](#)
- [Awards Information](#)

Upon entering the abstract submission system, do not use your Internet browser's back button. Instead, click on the "Prev" button next to the "Save and Next" button at the bottom right of each form page.

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A red asterisk (*) denotes a required field.

Eligibility for Publication in *The Journal of Molecular Diagnostics*: An abstract that is received by the submission deadline will be considered for publication as an online supplement to the March 2017 issue of AMP's official journal, *The Journal of Molecular Diagnostics (JMD)*. In order to be eligible for publication in *JMD*, this abstract must not have been published elsewhere and may not be currently under consideration as an abstract for another meeting that occurs prior to April 2017. It must contain updated or additional data from previous publications of the subject information. Acceptance for publication is the sole decision of the AMP Global 2017 Organizing Committee. Abstracts that have been previously published or that are under consideration as an abstract for another meeting that occurs prior to April 2017 will be rejected.

Please select one of the following

This information has been published, or is under consideration as an abstract for another meeting.

This information has not been published as either an abstract or paper.

Deadline and Procedures


I have read, understand and agree to the AMP Rules for Abstract Submission, the requirements listed in the Poster Information page, and the eligibility criteria for publication as an online supplement to *JMD*. I understand that failure to adhere to these rules may result in denial of permission to display the poster, disqualification for an award, and/or forfeiture of future rights to submit abstracts to AMP meetings.

I have read and agree to the AMP Rules.

Yes

For any questions, please contact: AMPeducation@amp.org

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Corresponding (Submitting) Author Instructions

The Corresponding (Submitting) Author is the individual who submits the abstract and is the contact person for all correspondence from AMP. The Corresponding Author does not need to be the senior author. The Corresponding Author has the following responsibilities:

- verifies that all authors agree to the publication of the abstract as an online supplement to *JMD*.
- verifies that all authors agree, and any supervisors have given permission, to the presentation of a scientific poster at the annual meeting.
- responsible for notifying all other authors of submission confirmation, acceptance, rejection, scheduling and any other information provided by AMP.
- responsible for following the AMP Rules for Poster Display and any other information provided by AMP. Global Young Investigator Award applicants are responsible for notifying their faculty mentors of the additional rules for poster display for award (see "AWARDS INFORMATION" section below).
- responsible for compliance with the AMP Scientific Integrity Policy.

Contact Information for Corresponding Author

First Name

Middle Name / Initial

Last Name / Surname

Suffix

Degree

AMP Membership Status
 AMP Member
 Not an AMP Member

Email Address

Company or Institution
Do not use acronyms, i.e., please spell out your company/institution formal name, including "University."

Professional Title

Department

Address Line 1

Address Line 2

City

State / Province
 ▼

Country
 ▼

Do you have an additional institution or department to add?

For any questions, please contact:
AMPeducation@amp.org

Yes No

Is the Corresponding Author the First Author of this Abstract Submission?

Up to 30 authors are permitted. They should be listed and numbered on the "Additional Authors and Disclosures" page.


 Yes No

If this abstract is selected by the Organizing Committee to be presented as a Platform Presentation and Poster, the First Author:

 Agrees to present as a Platform Presentation and Poster Declines to present as a Platform Presentation and Poster

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Award Eligibility

The AMP Global Young Investigator Awards recognize the best abstracts submitted by trainees or early career laboratory scientists who are first authors and who present outstanding basic or applied research in poster format at the AMP Global 2017 Congress on Molecular Pathology. Trainees are defined as students, residents, and postdoctoral fellows. "Early career" is defined as within six years of conferral of a degree or technician certificate.

The mission of the AMP Global Young Investigator Award is to nurture the next generation of molecular professionals and to encourage junior investigators to ask important original questions, to design sound, controlled experiments with a clear rationale, and to present the results clearly in a poster format. Three AMP Global Young Investigator Awards will be selected at the AMP Global 2017 Congress. Winners will be recognized at the closing session and receive a stipend.

To qualify for an award, the applicant must be the first author, a trainee or early career technician or laboratorian, and agree to attend the AMP Global 2017 Congress in order to accept the award personally.

Note that there are also Travel Awards available with special eligibility requirements. See the AMP Global website for details at: <http://gcmp.amp.org/>

Abstract and Poster Rules Specific to Award Applicants

In addition to the General Rules for Abstract Submission, the following Rules apply to the AMP Global Young Investigator Award applicants:

1. Must be First/Presenting Author on the submitted abstract.
2. Must be a trainee or early career laboratory scientist. Trainees are defined as students, residents, and postdoctoral fellows. "Early career" is defined as within six years of conferral of a degree or technician certificate.
3. Poster Size Requirement: All posters must be no larger than 4 feet (122cm) high by 6 feet (1.8 meters) wide. AMP reserves the right to remove posters that exceed the size requirement.
4. Posters must be attended by the Presenting Author during their assigned time period(s). Please note that award applicants may be required to attend their posters at two time periods, one for the committee judging posters and the other for meeting attendees. Authors will be notified of their assigned time(s) in the abstract acceptance notice, which will be emailed to the Corresponding Author by mid-January 2017. The poster attendance schedule will also be noted in the Preliminary Program at <http://gcmp.amp.org/> and in the Program Book.
5. Must agree to attend the AMP Global 2017 Congress in order to accept the award personally.


Is the First Author applying for the AMP Global Young Investigator Award?

Yes

No

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Contact Information for Additional Authors

Are there additional authors to this abstract?

Yes
 No

In the list of authors for this abstract, which numeric position should this author be listed?

First Name

Middle Name / Initial

Last Name / Surname

Suffix

Degree

Institution / Company

Department

City

State / Province

Country

Email Address


Are there additional authors to this abstract?

Yes
 No

For any questions, please contact: AMPEducation@amp.org

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Category Selection

Category

Entry Title

Please type your Abstract Title in title case, e.g., "This Is an Example of Title Case." You may include italics (gene names), Greek letters, and special symbols, e.g. °C (degree sign), etc. The Abstract Title is limited to no more than 200 characters.

Title

Abstract Information

All abstracts are limited to a total of 2800 characters (including spaces) and must include the following information:

1. **Introduction:** a brief discussion of the background or rationale of the study and/or the question addressed.
2. **Methods:** the experimental approach, materials, and methods used in the study.
3. **Results:** the data and results obtained in the study.
4. **Conclusions:** the conclusions and/or implications of the results.

You must include each of the four section headers in boldface font within the text of your abstract. For examples, please visit the 2015 Abstracts published in *JMD* and posted [here](#).

Abstract - include the four section headers in boldface font within the text of your abstract.
Maximum character count (with spaces): 2800 characters.
Character count: 0 / 2800

Size -

- Click the "**Save**" button below if you are planning to return and edit your abstract prior to the deadline.
- Click the "**Save and Finalize**" button when you have made all your edits and you are ready to submit your abstract for review, which begins immediately after the November 30, 2016 deadline. **Only the Corresponding Author will receive an automatic confirmation receipt by email from ampeducation@amp.org** if the submission is complete. No changes of any kind can be made after the deadline.
- If you receive a character count error after submitting your abstract, please note the following: This count error happens when there are hidden characters in the abstract's text, which is not unusual if the text has been copied and pasted from somewhere else (i.e., Microsoft Word). If you type your text directly into the submission box, the error with the character count it is not likely. We suggest entering your text this way. We do NOT suggest copying and pasting the text from other documents or programs. Alternatively, you could also try copying the abstract's text to MS Notepad first, then from Notepad to the submission form as this usually removes hidden and special characters.

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