Gross and Microscopic Dermatology Symposium
2020 Abstract Submission Guidelines and Procedures

The American Academy of Dermatology (AAD) welcome the submission of case presentations for review and selection to its Gross and Microscopic Symposium at the 2020 Annual Meeting.

Abstracts must be submitted by 5:00 PM Central Time on Wednesday, August 28th, 2019. After this date/time, the submission site will close and we will no longer accept submissions. There will be **no exceptions** to this policy.

PRESENTATIONS

The Gross and Microscopic Dermatology Symposium provides an opportunity for a 5-minute presentation of clinical and investigative studies of patients and their disease. Studies appropriate for consideration should focus on common diseases with unusual facets or unusual diseases with attendant teaching value.

The submitted abstracts undergo a highly selective process to create a final program of high quality presentations. Selection of abstracts depends on the clarity and accuracy of the information presented. When submitting the abstract, please verbalize visual findings.

The selected presentations should follow a logical order and include patient history, biopsies, laboratory data, diagnosis and treatment. Visual quality of the clinical and microscopic pathology is of paramount importance.

ELIGIBLITY REQUIREMENTS

1. All members of the Academy are invited to submit case presentations for review and selection.
2. Non-members and guests from outside the United States are welcome to submit case presentations provided the abstracts are submitted in English.
3. The Academy encourages medical students, residents and fellows to present new material at the Annual Meeting.
4. Due to the high volume of abstract submissions, **only one abstract submission is permitted per primary author.** If more than one abstract is submitted per author, all abstracts from that author will be ineligible for consideration.
5. If you submit the same abstract to multiple abstract programs and your abstract is accepted to more than one of the programs, you will be required to choose **one** program in which to present. The abstract will be withdrawn from the other program(s).
6. By submitting the abstract, the Primary Author listed on the initial submission agrees to present the abstract as an oral presentation at the Annual Meeting.
7. If your submission is accepted, you will be required to register for the Annual Meeting and pay the appropriate registration.

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What is <u>Not</u> Eligible for Submission:

1. An abstract is ineligible if it reports work that was accepted for a publication that will be published prior to the scheduled presentation time at the Annual Meeting.(e.g., full-length article, brief report, case report, concise communication or letter to the editor, etc.)
2. Applicants should not submit abstracts that include material that has already been presented at previous Academy meetings or other scientific meetings.
3. The same study can not be submitted as multiple abstracts. Abstracts that appear as more than one version of a single study will be rejected.
4. Submissions will be rejected if they utilize any materials/slides that have been created by a commercial entity and/or include promotional messages or corporate logos.

<u>RULES & GUIDELINES</u>

- The submission deadline is 5:00 PM Central Time, Wednesday, August 28, 2019.
    - After this date/time, the submission site will close and we will no longer accept submissions. There will be **<u>no exceptions</u>** to this policy.
- Abstracts should be no longer than 250 word count. The word count only includes the body of the abstract. It does not include author information or references.
- Abstracts are text only. Images and visual aids are only allowed in the presentation should your abstract be accepted into the program.
- All abstracts must be submitted electronically via the Gross & Microscopic Symposium abstract submission website. Typed, hand written, incomplete, faxed or late entries will not be accepted. International submissions are to use their family name when "last" name is requested. Be sure to include country and city codes whenever telephone or fax numbers are requested.
- All correspondence related to the submission will be addressed to the Primary Author listed on the submission.
- The Primary Author will serve as the presenter during the Annual Meeting. If the Primary Author is unable to present, a co-author who is listed on the original submission may serve as an alternate presenter. The presenter must be registered to attend the meeting in order to participate.
- A limit of 10 co-authors can be listed on the original submission.
- Applicants must ensure that the following fields are completed: affiliation, address, city, state, country, providence, zip code, phone number, and email address.
- Applicants are required to disclose any financial relationships with commercial companies.
- Only one abstract per Primary Author will be selected for presentation.
- **<u>Absolutely no changes may be made to the abstract submission after the submission deadline</u>**. For instance, no change in authors, title, category, content or spelling will be allowed. If a change is required for scientific or academic accuracy, the abstract submission should be withdrawn.
- If you submit the same abstract to multiple abstract programs and your abstract is accepted to more than one of the programs, you will be required to choose one program in which to present. The abstract will be withdrawn from the other program(s).

<u>CONTENT</u>

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In order to facilitate comparisons with other studies, organize content in a logical order and include:

- Patient history
- Biopsies
- Laboratory Data
- Diagnosis
- Treatment.

Abstracts are blind reviewed by a committee. All applicants will receive email notice of the decision of the committee by the end of November. This date is subject to change. Notifications are only sent to the Primary Author listed on the submission.

Questions regarding your submission should be emailed to abstracts@aad.org.