

National Conference Abstract Policies & Guidelines

General Guidelines

- Submissions must be received via the online submission site by the designated due date. **No exceptions will be allowed.** Only online submissions made through the submission site will be considered.
- By submitting an abstract to the AAP National Conference & Exhibition, submitters are agreeing to participate as accepted. The decision regarding acceptance and presentation format is final.
- If the submission cannot be presented, the abstract must be withdrawn. Failure to present or withdraw may preclude any author on the submission from submitting to the AAP National Conference for two years. Withdrawal deadlines will be at least one month prior to the start of the Conference.
- **All presenting authors (orals and posters) must register and must attend the National Conference in person.** Presenters are responsible for their own conference registration fees and travel expenses.
- All accepted submissions will be made available to conference attendees and the public following the embargo lift which occurs the Friday that the conference begins.
- Health professionals in any field are welcome to submit abstracts. Some programs may have membership or sponsorship requirements for submission.
- Submissions will be peer-reviewed by representatives of the program under which the abstract is submitted.

Prior Presentation

- All submissions must provide information about any prior presentation and publication. Please refer to program-specific guidelines for any restrictions. For purposes of describing your prior presentation the following definitions will be used:
 - **Original:** The first presentation of this work or data.
 - **Encore:** Original data are reproduced except for formatting, word count, or other “trivial” changes for presentation at multiple conferences.
 - **Adaptation:** The content overlaps with the Original, but contains new/additional data, analyses, and/or interpretations.

Submission Content

- **Submissions are allowed in one section/council program only.** Duplicate submissions will be a basis for automatic rejection.
- Abstract text is limited to 450 words.
- Abstracts will be published exactly as submitted. No copyediting will be provided by the AAP. Submitters are responsible for thoroughly reviewing their submission and ensuring accuracy before submission (no edits/updates).
- Up to two images and/or tables are permitted (file formats: JPG, PNG, BMP). Image content/text and captions do not count towards the word limit.
- The submitter will serve as the primary contact for all correspondence regarding the abstract during the submission process. After an abstract is accepted, the presenting author will serve as the primary contact.

- Only individuals can author a submission. Study groups are not allowed to author a submission and will be removed.
- It is highly encouraged that authors meet the definition of authorship as defined by the [International Committee of Medical Journal Editors](#).
- Geographical location and name of institution and/or study site is permitted only when it is a significant variable to the study.
- Study registration numbers should be included on abstracts, posters, and slides, where applicable.
- Use only standard abbreviations. Special or unusual abbreviations should be placed in parentheses after the first appearance of the full word.

Author Conflict of Interest/Research Funding Disclosure

- **In accordance with the [AAP Policy on Disclosure of Financial Relationships and Resolution of Conflicts of Interest for AAP CME Activities](#), all authors, abstract chairs, and reviewers must disclose.**
- All cited authors must complete a Conflict of Interest disclosure inside the submission portal **before** the submission deadline.
- The submitter/presenting author is responsible for ensuring all authors are aware of and comply with the disclosure requirement. **The submission will not be final until all disclosures are complete.** Failure to disclose will result in disqualification of the submission.
- All sources of funding for the research must be disclosed within the submission and should be acknowledged on posters and slides.

Conflict of Interest Related Restrictions on Authors and Presenting Authors:

- **Oral Presentations** (designated for AMA PRA Category 1 Credit™): An employee of an [ACCME-defined ineligible organization](#) is prohibited from being an author or presenter on a submission selected for oral presentation. If any cited abstract author discloses an employee relationship with an ACCME-defined ineligible organization, the abstract will be removed from consideration as an oral abstract presentation.
- **Poster Presentations** (not designated for AMA PRA Category 1 Credit™): An employee of an [ACCME-defined ineligible organization](#) may be an author or presenter for a submission designated as a poster presentation only if the individual's involvement in the abstract submission and content clearly relates to discovery and/or research, not the product/business lines of an ACCME-defined ineligible organization. Poster presenters must list their financial relationships on their posters.

Submission Types

- **Advocacy Project:** Presenting ongoing or completed novel advocacy efforts related to the promotion of child health. *Required headers: Background, Project Description, Discussion, Conclusion*
- **Case Report:** Presenting scientific documentation of a single clinical observation to enhance knowledge on clinical manifestations, diagnostic approaches, or therapeutic alternatives of a rare or unusual clinical condition/disease. *Required Headers: Introduction, Case Description, Discussion, Conclusion*

- **Original Research:** Presenting systematic investigation designed to produce new knowledge and approaches using process or outcome variables. If your abstract describes animal experimentation or involves the use of human subjects, IACUC or IRB approval numbers must be included in the submission. *Required Headers: Background, Methods, Results, Conclusion.*
- **Program Evaluation:** Presenting ongoing or completed projects, including education programs, showcasing novel and innovative methods for examining and/or improving the effectiveness and efficiency of a program or policy. *Required Headers: Background, Methods, Results, Conclusion*
- **Quality Improvement Project:** Presenting approaches to assess and improve professional practice performance using quality improvement methodology. Please see below for MOC details. *Required Headers: Purpose/Objectives, Design/Methods, Results, and Conclusion/Discussion*