INSTRUCTIONS TO SUBMIT A POSTER ABSTRACT FOR

Occupational and Environmental Respiratory Disease
Poster Abstract Session: Wednesday, March 8, 2017, 6:00 pm-7:30pm
Full Day CME Course Follows on March 9, 2017
Updates Course Follows on March 10 & 11, 2017
Holiday Inn Fisherman’s Wharf • San Francisco, California
Rolling submissions open Monday, November 15, 2016
Final later submissions deadline Friday, January 27, 2017
Rolling Acceptance Notifications begin Monday, January 9, 2017

We are pleased to announce a poster abstract session for the upcoming international conference “Occupational and Environmental Respiratory Disease.” The poster session will take place in conjunction with our opening reception on Wednesday evening, March 8 with unobstructed viewing and interactions among participants.

We encourage the submission of abstracts addressing original quantitative or qualitative research (including pilot data, policy assessment, or meta-analysis) as well as case reports or other clinical data relevant to work or the environment (broadly defined) and lung/respiratory health or disease.

ABSTRACT PREPARATION
• Abstracts must be limited to 500 words (exclusive of authors and title). Subheadings in the abstract body such as “Background,” “Materials and Methods,” “Results,” and “Conclusions” may be used, but are not required. Disclose any relevant funding support.
• Abstracts must be formatted as a Microsoft Word document and be single-spaced with a font of Arial size 11 and 1 inch margins on all sides.

ABSTRACT TITLE
• Begin the title so that it is flush with margin at the top left hand margin (do not indent).
• No abbreviations may be used in the title.
• Use capital letters in the title only for the beginning (first letter) of words that are routinely capitalized (i.e. first letter in first word in sentence or a in proper name).

AUTHORS & INSTITUTIONS
• Group the authors together - last name followed by first initial and middle initial. Omit academic degrees and titles. End list of authors with a period.
• The author who will present the abstract should be indicated with an asterisk*.
• Group institutions together - the name, city, state/province and country last for each institution. End list of institutions with a period.

ABSTRACT COVER FORM
• Complete the abstract submission cover form with author contact information. The corresponding author should include any information that may be needed to follow-up contact. Absence of this form may interfere with abstract notification. Note that authors/institutions must also be in abstract title.

SUBMISSION AND CONFIRMATION OF RECEIPT
• Submit with the abstract and the cover form as a single electronic attachments file. Put “Respiratory Occupational Abstract” in the subject/memo line to avoid junk mail diversion. Email to:
  Dr. Paul D. Blanc  Paul.Blanc@ucsf.edu
• You will receive a confirmation email of abstract receipt. If you do not receive an email confirmation within 4 working days, please contact Courtney Flookes at courtney.flookes@ucsf.edu or 415-476-5257
• Authors whose abstracts have been accepted will be given details of poster format specifications.

*Please note that submitting an abstract does not constitute registration for the conference*
ABSTRACT SUBMISSION FORM
(To Be Submitted Along with Abstract on a Separate Page)

TITLE OF ABSTRACT:
__________________________________________

PRESENTING AUTHOR’S FULL NAME AND DEGREE:
__________________________________________

ACADEMIC OR OCCUPATIONAL TITLE:
__________________________________________

INSTITUTION:
__________________________________________

CONTACT EMAIL:
__________________________________________

CONTACT ADDRESS:
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TELEPHONE (including country code):
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[Abstract to be provided on following page per instructions]