INSTRUCTIONS TO SUBMIT A POSTER ABSTRACT FOR:
Emerging and Re-Emerging Occupational and Environmental Exposure
Poster Abstract Session: Wednesday, March 7, 2018, 6:30 pm-8:30 pm
Full Day CME Course Follows on March 8, 2018
Updates Course Follows on March 9 & 10, 2018
Holiday Inn Fisherman’s Wharf • San Francisco, California
Rolling submissions open Monday, November 20, 2017
Rolling Acceptance Notifications begin Monday, January 8, 2018
Final closing submission deadline Friday, January 26, 2018

We are pleased to announce a poster abstract session for the upcoming international conference “Emerging and Re-Emerging Occupational and Environmental Exposure.” The poster session will take place in conjunction with our opening reception on Wednesday evening, March 7 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). Examples of re-emerging problems might include new sources silica, heavy metals, or repetitive strain injury; emerging problems might include infectious agents, climate change, novel toxicants, or other factors.

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 should 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 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 with name, city, state/province and country last for each institution.

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.

SUBMISSION AND CONFIRMATION OF RECEIPT
• Submit the abstract cover form as a single attached editable word file. Put “Respiratory Occupational Abstract” in the subject/memo line to avoid junk mail diversion. Email to: 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: submitting an abstract does not constitute registration for the conference***
ABSTRACT SUBMISSION FORM
(To Be Submitted as a Single File 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]