

26th Annual
Fanconi Anemia Research Fund
Scientific Symposium
North Bethesda Marriott Hotel, Bethesda, Maryland
September 18-21, 2014

ABSTRACT SUBMISSION GUIDELINES

- I. Submission Period: Abstracts will be accepted May 19-June 20 at www.fanconi.org. Submission opens Monday, May 19 at 9:00 am Pacific time and closes Friday, June 20 at 4:00 pm Pacific time.
Submission of an abstract implies that authors have read and agreed to the Fanconi Anemia Research Fund Symposium and Conference Rules listed below. Authors may submit more than one abstract for consideration. Authors are responsible for the accuracy of the material.
- II. Abstract Format:
1. Abstracts must be submitted in English, the official language of the conference.
 2. Abstracts entered on the submission site will be automatically formatted. If uploading a Word document, use a 12-point font equivalent to Garamond in a PC-compatible format. Left and right margins must be at least 1.25 inches (3.2 cm). If you upload a Word document, you will only be able to view the reference link, not the document content.
 3. The maximum allowable word count is 450 words including any charts or graphs.
 4. Do not include acknowledgments or grant support.
- III. Abstract submissions must include the following:
1. Title of presentation: Use a short (120 character maximum), specific title indicating the nature of the investigation. Abstracts without titles will be disqualified.
 2. Author listing: Enter authors names and affiliations on the submission site. Designate the presenting author. List principal author first.
 3. Abstract narrative: Maximum 450 words. Description of objective, methods, results, conclusions, and translational applicability (see below). The work to be presented must be significant and timely to the field of Fanconi anemia research and should not have been published in a peer-reviewed scientific journal prior to the July 29 submission deadline.
 4. **Translational/basic research potential statement: Authors of basic science abstracts** must provide a statement about the potential translational applicability of their research to diagnosis, treatment or management of patients with Fanconi anemia. Likewise, **authors of clinical abstracts** must provide a statement about the potential opportunities their work provides to the basic research community focusing on Fanconi anemia. **These statements will be a significant element upon which abstracts are judged suitable for presentation.** We emphasize that translation of findings to advance other fields (e.g., cancer chemotherapy or

diagnosis in the general population), while of interest, will be considered unresponsive to this instruction.

- IV. Intent to Attend and Present: Submission of an abstract implies the intent of at least one author (preferably the first or senior author) to attend the symposium and present the abstract (either in oral or poster format as selected).
All presenters are expected to be in attendance for the duration of the symposium, including the interactive closing session which will conclude at 12:00 pm on Sunday, September 21.
- V. Conflict of Interest: Any employment, equity or contractual relationship with a pharmaceutical or technology company which might pose a potential, apparent or real conflict of interest must be disclosed when submitting an abstract using the Conflict of Interest form.
- VI. Consent to Duplicate and Distribute: Submission of an abstract implies consent on behalf of all the authors for the Fanconi Anemia Research Fund to include copies of the abstract in an abstract book distributed to all Symposium participants beginning on September 18, 2014. Abstract books may also be distributed on a limited basis after the Symposium to additional scientists and clinicians upon request and agreement to adhere to the following Conference Rules regarding privacy of information.
- VII. Abstract Selection: Abstracts will be reviewed by a committee of scientists appointed by the chair of the Fanconi Anemia Research Fund's Scientific Advisory Board and selected for oral or poster presentations based on scientific merit.
- VIII. Notification: Notification of acceptance of an abstract for oral or poster presentation or rejection will be emailed to the submitting author on or before July 18.
- IX. Travel Expenses: The Fanconi Anemia Research Fund will reimburse researchers selected to make oral presentations for their reasonable travel, meal, and lodging (through the Fund's designated block of guest rooms) expenses. Limited funds will also be available upon request to reimburse reasonable expenses for poster presenters who would otherwise be unable to attend.
- X. Poster Awards: The Fanconi Anemia Research Fund will recognize posters that demonstrate excellence in FA science by awarding a \$500 honorarium each to the presenter of the 1) *Best Clinical Abstract*; 2) *Best Basic Research Abstract*; 3) *Best Translational Abstract*. We include in this last category abstracts that contain either clinical or preclinical studies in experimental animals as well as laboratory-based experiments.

Symposium and Conference Rules Fanconi Anemia Research Fund

These rules apply to the annual symposium and other conferences sponsored by the Fanconi Anemia Research Fund. In this document both events are referred to as “conference.”

- The Fanconi Anemia Research Fund encourages conference participants to share preliminary data, engage in wide ranging discussions, and formulate daring hypotheses. The Fund places a premium on the “off the record” presentation of previously unpublished scientific results and on the consequent *ad hoc* peer discussion.
- To encourage open communication, each attendee of this conference agrees that any information presented, whether in a formal talk, poster session, or discussion, is a private communication from the individual making the contribution. Each attendee agrees that presentations are made in reliance upon the restriction that such information is not for public use. The recording of lectures by any means, the photography of slide or poster material, and printed reference to Fanconi Anemia Research Fund conference papers and discussions are prohibited. No scientific publications will emanate from the conference *per se*. Authors of manuscripts may not include references to the content of any Fanconi Anemia Research Fund-sponsored conference and may not reference the abstracts.
- Although the Fanconi Anemia Research Fund staff will take reasonable steps to enforce the restrictions against recording and photographing conference presentations, each member of a conference assumes sole responsibility for the protection and preservation of any intellectual property rights in such member's contributions to a conference.
- Each member of a conference acknowledges and agrees to these restrictions when registration is accepted and as a condition of being permitted to attend a conference.

Deliberate actions that conflict with any one of these rules may precipitate disciplinary action that could include prohibiting attendance at future Fanconi Anemia Research Fund conferences and/or elimination from consideration for research support from the Fund.