

INSTRUCTIONS

ObesityWeek® 2022 Call for Late-Breaking Abstracts for The Obesity Society's 40th Annual Scientific Meeting

SUBMISSION WEBSITE: Abstracts may be submitted here: <https://TOS.planion.com/Z?80H105932>

WARNING: Submission works best on a traditional desktop or laptop computer. Do not try to submit on a mobile device.

DEADLINES: The deadline for electronic submission for abstracts is **Monday, July 25, 2022 at 11:59 PM EDT.**

If you are the main presenter of an oral abstract, you must be willing to register for the conference to present. Registration fees vary based on your career stage and early-bird deadline dates.

ORALS

- **PRESENTATION OF ORAL ABSTRACTS WILL BE IN-PERSON IN SAN DIEGO NOVEMBER 2-4, 2022.**
- To present an oral abstract, you must be willing to travel to San Diego.
- **If you are not willing to travel, please submit for poster only (not oral).**
- New: There will be an industry orals session that does not confer CME.
- Oral presenters with conflicts of interest and those from industry will have a **slide deadline of October 3, 2022** (for COI review).
- Slides for non-conflicted presenters for all oral presenters will be due October 21, 2022.

POSTERS

The Obesity Society strongly encourages in-person poster presentation. The in-person interaction provides an irreplaceable opportunity to learn from and exchange ideas with peers and mentors. In-person poster presenters may opt-out of the virtual version of the poster hall if they wish. For those who absolutely cannot travel to San Diego, a virtual-only poster option is available. Poster PDFs, audio recording, and handout(s) for the virtual poster hall will be due October 14, 2022.

HYBRID CONFERENCE – VIRTUAL ASPECTS

The virtual portion of this hybrid conference will be on-demand recordings of oral abstracts (that were originally presented in person), and a virtual version of the poster hall. The virtual portion of the conference will be available through December 31, 2022.

ABSTRACT LIMIT & COST: There are no restrictions on the number of abstracts you may submit or on the number of accepted abstracts you may present at the Annual Meeting. There is a **\$130 non-refundable** submission fee per abstract. Payment must be successfully received prior to submitting your abstract for review.

UNBIASED: To submit this abstract, you must confirm that you have conducted this research and written this abstract in a manner that is fair, balanced, and free of commercial bias and have used generic names in lieu of brand names.

PEOPLE FIRST LANGUAGE: Please use people first language in your presentation, handouts, poster and during your session. For more information please visit:
www.cdc.gov/ncbddd/disabilityandhealth/materials/factsheets/fs-communicating-with-people.html.

WORD LIMIT: There is a limit of 2000 characters per submission (this translates to approximately 250 words for the text of your submission). Spaces will count towards the character limit. **PLEASE NOTE:** The title field and author information are not included in the character count. The title field has a separate character count of 100.

Fields will be provided for Background, Methods, Results, and a Conclusion. You may enter as many characters as you choose per field. You will be advised of your character count usage as you enter your information into the four fields as you move through the form. Be sure to save your work before moving on to the next step.

TITLE AND BODY: Please enter the required information into each specifically identified field (Title, Background, Methods, Results, and Conclusions). The results section must include results. Do not put your title in quotation marks or use all capital letters. You may copy and paste your text into the appropriate sections.

Examples:

Titles Should Look Like This Without Periods at the End

Capitalize First Letter of Each Word Except for Prepositions, Conjunctions, and Articles That Have Fewer Than Four Letters (a, an, the, for, to, of, at, in, and, but...)

Do Not Put Titles in Quotations

DO NOT USE ALL CAPS

Use Generic Names (No Brand Names)

This Is Called Title Case

SPECIAL CHARACTERS and FORMATTING: The submission system will render special characters when **typed directly** into your abstract fields.

If you choose to **copy** text into the abstract body, please do so **from a plain text editor** (like Notepad), not from a word processing program (like Microsoft Word). This will insure any special characters in your abstract are preserved. As a final step, please look over your abstract body carefully in the proof to confirm that any special characters are displaying properly.

TRACK: You will be asked to select the appropriate track using the drop-down menu.

Please consider submitting your abstract even if you believe that it does not fit into one of the specific tracks. The track list is not exhaustive and all abstract submissions are welcome.

The abstract tracks are as follows:

Track 1 Metabolism and Integrative Physiology

Track 2 Neuroscience

Track 3 Interventional and Clinical Studies

Track 4 Population Health

PRESENTATION TYPE: You will also be asked to select the preferred presentation type for your abstract either “Oral or Poster Presentation,” “Oral Presentation Only” or “Poster Presentation Only”. NOTE: If “Oral Presentation Only” is selected and your abstract is not accepted, the abstract will be rejected.

INDUSTRY SUBMISSIONS: If the presenter is directly employed (full or part time salaried employee) in an industry whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients, you must select YES to the question “Was this research conducted by an ACCME ineligible company (industry)?” New for 2022: Industry-conducted research may be submitted for orals by industry representatives, but must be clearly identified during the submission process. Any industry-conducted research accepted for an oral will be placed in a non-CME orals session, to abide by ACCME rules. The Obesity Society defines “industry” in this instance as any company ineligible to offer CME. <https://accme.org/faq/what-accmes-definition-ineligible-company>

CHANGE PRESENTER: If the presenter changes (even a swap with a co-author) before the annual meeting, you must contact annualmeeting@obesity.org to update.

PRESENTER AND AUTHORS: Please enter all authors in the order they should appear in the heading of the abstract. If you (the Submitting Author) are not the Presenter on a submission, you will need to provide contact information for the Presenter. You will be asked to enter each author one at a time. A huge number of authors are already in the database. Use the SEARCH (by last name) and select whenever possible, to reduce the odds of creating duplicate accounts. Be sure to have email addresses available for all authors. **SEARCH BY LAST NAME BEFORE ENTERING A NEW PERSON INTO THE DATABASE** (because odds are, they are already in the abstract database, and we are trying to avoid duplicates in the system.) **PROOFREAD CAREFULLY.** Whatever you enter will be published that way. DO NOT USE ALL CAPS. **If the presenter changes (even a swap with a co-author) before the annual meeting, you must contact annualmeeting@obesity.org to update.**

KEYWORDS: You are required to select at least 1 keyword and may choose up to 3.

ANNUAL MEETING LEARNING OBJECTIVES: Please identify which (if any) learning objectives your abstract satisfies amongst the 6 learning objectives listed on the submission site that have been identified as educational goals for this conference. **Answering “NO” to any or all learning objectives does not affect your odds of acceptance.**

GRAPHICS: The Obesity Society accepts text only abstracts; tables, graphs or other images may not be submitted. If any type of table, graph or image is submitted, it will be removed and not included as part of the abstract submission and review process.

PREVIOUSLY PUBLISHED ABSTRACTS: Abstracts must contain new data that has not been previously published or presented elsewhere. In some cases, previously reported data may be included in the abstract for descriptive purposes, but the focus of the abstract must be on new data.

PROOFING YOUR ABSTRACT: From the “My Abstracts” page of the submission mechanism, you will find 5 icons for “Edit”, “Edit Authors”, “Proof”, “Submit to TOS for Review” and “Withdraw this Submission”. Select the icon for whichever action you would like to perform. Carefully check and proofread your abstract. Make sure all special characters and formatting are displaying properly. If you find errors,

select the “Edit” button at the bottom of the page so that you are returned to the correct page to make your corrections.

COMPLETING YOUR SUBMISSION: When all required information is entered, you may submit your abstract. If there is any missing information, an error will appear asking you to go back and complete any required fields. You may save your abstract as a “Work in Progress” without completing the required fields and come back into the system to finish at a later time. When you are ready to submit your abstract, be prepared to input credit card details for payment of the submission fee. Once the fee is successfully processed, you must click on the link provided on the submission confirmation page to complete the final step of the submission process. If this final step is not completed, the abstract will remain as pending and will not be considered final and submitted.

SUBMISSION FEE: The fee for submitting late-breaking abstracts for ObesityWeek® is **\$130 per abstract**. **The fee is non-refundable.** The fee is not refunded for withdrawn submissions.

EMBARGO POLICY: The ObesityWeek® sessions, posters and abstracts present innovative studies on the latest advances in obesity research. These communications provide notable exposure and recognition for studies and authors, and are likely to have a significant impact on obesity prevention and treatment. Abstracts submitted via the online application process for regular and late-breaking reports are expected to reflect original research. Reported data must have **NOT** been published or presented publicly at the time of abstract submission. Presentations at a national or international conference **BEFORE** presentation at ObesityWeek® are not allowed. Data included in abstracts submitted for presentation at ObesityWeek® may **NOT** be presented at a satellite ObesityWeek® event (such as a corporate-sponsored symposium or affiliated conference) until **AFTER** presentation within the main ObesityWeek® program.

Simultaneous Manuscript Publication

Printed or electronic publication in peer-reviewed scientific or medical journals of data submitted for presentation at ObesityWeek® is permitted. In all cases, however, such publication must occur **AFTER** the date of abstract submission to ObesityWeek®.

Embargo Lift Date

The Obesity Society and its designated abstract reviewers treat abstract submissions as strictly confidential until the time of their public release. The Obesity Society will post abstracts on the website and app prior to the start of the ObesityWeek® conference to assist registered attendees in itinerary planning. All abstracts are embargoed from press/media coverage until 12:00 pm Eastern Time (U.S.) on the first day of ObesityWeek® Scientific Sessions – Tuesday, November 1, 2022.

Questions About the Policy?

Contact TOScommunications@obesity.org.

ABSTRACT REVIEW: All submitted abstracts will be peer reviewed by TOS abstract reviewers and by members of the TOS Program Committee.

INCOMPLETE SUBMISSIONS: Abstracts remaining in "work in progress" form after the submission deadline will not be reviewed or accepted by the Program Committee. Please make sure all completed abstracts have been submitted and paid by the deadline date.

ABSTRACT ACCEPTANCE/DECLINE: Notifications will be emailed in July from annualmeeting@obesity.org.

WITHDRAWALS: Must be submitted to annualmeeting@obesity.org before September 1, 2022.

MEETING REGISTRATION AND PARTICIPATION REQUIREMENTS: Presenters of accepted abstracts are required to register to attend ObesityWeek® in order to present; registration fees are separate from abstract submission fees. You may register at the ObesityWeek® website, obesityweek.org.

The 2022 conference will be in-person and therefore requires travel to participate. ONLY poster presenters may elect to present virtually.

Oral abstracts will be presented November 2-4, 2022 and include in-person Q&A as well as a Q&A chat board where those who watched the recording can ask questions.

Poster sessions for in-person interaction with conference attendees are assigned on November 2, 3 or 4 at 11:45 am-1:15 pm Pacific time. If you choose to ALSO post your poster in the virtual poster hall, there will be a dedicated Q&A chat board where visitors can leave questions at other times (through December 31, 2022).

Presenters must agree to answer questions left by visitors in the virtual conference system November 1-December 31, 2022.

PERMISSION TO REPRODUCE: To submit, you must agree that if this abstract is accepted for presentation, you authorize The Obesity Society to reproduce and distribute it in any format, including, but not limited to, print and electronic media, such as 1) on the conference and/or The Obesity Society website, 2) in the *Obesity* journal, 3) on the virtual conference system, 4) in the conference app, 5) in archives of conference abstracts (print or electronic), 6) in on-demand recordings of the conference.

TECHNICAL SUPPORT: If you have any difficulty with the submission process, click the "Feedback and Support" tab, located at the right of each page, to enter a support ticket.

SUBMISSION OR MEETING QUESTIONS: If you have questions regarding the submission criteria or questions about the Annual Meeting, please contact annualmeeting@obesity.org.