PTCOG North America - Sixth Annual Conference: New Frontiers in Particle Therapy ■ Hilton Miami Dadeland Hotel, Miami, Florida ■ October 13-16, 2019

POSTER ABSTRACT SUBMISSION GUIDELINES
Submission Form and Abstract Due by Wednesday, May 15, 2019.

The Particle Therapy Cooperative Group North America (PTCOG-NA) invites you to submit your abstract to the sixth annual conference. Submissions will be reviewed for oral or poster presentations. Please note PTCOG NA will consider abstracts that have been previously submitted or accepted at other scientific meetings.

Themes: New Clinical Outcomes data, Innovative Treatment delivery and management approaches, Medical Physics, Accelerator Physics, Biology.

Please follow the Submission Guidelines carefully:
- Abstracts must be written in English.
- The abstract text should not exceed 300 words.
- Use a standard font like Arial to format your text.
- It is the author’s responsibility to submit a correct abstract. Any errors in spelling, grammar or scientific fact will be reproduced as typed by the author.
- Abstract notification of acceptance/non-acceptance will be emailed to the submitting author by Wednesday, July 3, to the email address provided on the Abstract Submission Form.
- Accepted abstracts will be added to the master program schedule.
- Requests for abstract withdrawal must be received by Friday, October 4.
- Submit a Faculty Attestation Form and Faculty Disclosure Form for the presenting author.
- Symposium registration is required.

Allotted Space
Abstract body: 8.5” x 11” page size. The margins are 1” on top, bottom and sides. The title should be centered and in all capital letters. Do not use right justification or full justification, do not begin a sentence with a numeral and do not exceed the 300-word limit.

An abstract may be submitted in Word or PDF format. It must include: Background, Method & Materials, Results and Conclusions. Abstracts should disclose primary findings and avoid, whenever possible, promissory statements such as "experiments are in progress” or “results will be discussed.”

Abstract Title: An abstract must have a title that is short and specific. The body of the abstract should follow logically from the title. Do not use abbreviations in the title.

EXAMPLE
TITLE CENTERED AND ALL CAPS (20 pt.)

Authors: Name(s) (14 pt. bold)

Institutions: Name of university(ies) or institution(s) (12 pt. regular)

Background: Indicate the purpose and objective of the study, the hypothesis that was tested or a description of the problem.

Method & Materials: Include the setting for the study, the methods used and the subjects, the diagnosis or intervention and the type of statistical analysis.

Results: Present as clearly and detailed as possible the outcome of the study, with specific results in summarized form. One Table or figure may be used if needed.

Conclusion: Proved an interpretation of results and relevance of the study.

Conclusions: Briefly discuss the data and main outcome of the study. Emphasize the significance and future implications of the results.
Approved: Please indicate whether the submission has been approved by all authors.

Affiliations: Please list the universities or other institutions with which the authors are affiliated.

Authors: Include the names of all authors in the order in which they should appear in the printed material. (Names should be listed as such: John D. Smith, M.D., or JD Smith, M.D.). Names that are omitted will not be included in the symposium website.

Author Information: Please supply the email address and phone number for all authors.

Do not include: References, credits or grant support, names or personal protected health information (PHI) of any patient or research subject who participated in the study or trial.

Disclosures: All presenters are required to complete a Faculty Attestation Form and a Faculty Disclosure Form. Presenters who disclose commercial relationships will receive a COI Resolution form to sign.

The Baptist Health Continuing Medical Education Program, an ACCME-accredited CME provider, operates within the framework of the Standards of Commercial Support to ensure balance, independence, objectivity and scientific rigor in all of its CME activities. Anyone engaged in content development, planning or presentation is obliged to complete this form. Persons who refuse to complete this form may not participate in the CME activity. Disclosure relates not only to the authors and presenters but also to any individual who has the potential to impact the content or delivery of the educational activity. All authors/presenters must disclose any relevant relationship(s) with an ACCME defined commercial interest.

Disclosures and Conflict-of-Interest Resolutions: Baptist Health requires disclosure and resolution of all conflicts of interest to ensure balance, independence, objectivity and scientific rigor in all CME programming. Conflicts of interest of all individuals who control CME content will be identified and resolved prior to this educational activity. Full disclosure will be made in the symposium handout. Presenters will also disclose discussion of off-label uses.

Fees: No registration fee will be charged to the author presenting if the abstract is selected for Poster presentation. A Presenting Author whose abstract is selected will receive one complimentary registration.

Learning Objectives: Please include one or two learning objectives. Learning objectives should be active statements: At the completion of this presentation, participants should be better able to: apply, compare, evaluate, explain, demonstrate etc. Objectives should relate directly to the identified need being addressed. Sources for needs identification can be expert opinion, focus groups, literature review, evaluation data, etc.

Poster Presentations and Dimensions: Previously presented Posters are welcome. Selected abstracts for Poster display will be mounted on a 4X6 pin board and displayed throughout the conference. Print size requirement is 30 inches by 30 inches. Please bring your Poster with you or ship it ahead to your attention c/o the Hilton Miami Dadeland Hotel, 9100 North Kendall Drive, Miami, Florida 33173. Include your name and the name of the conference.

Presenter: The abstract submitter and the presenter must be authors of the abstract.

Proofread: Proofread your abstracts carefully to correct errors before submission. Revisions to abstracts will not be permitted after Friday, October 5.

Submission Form: To submit your abstract for consideration, go to the Submission Form and follow the instructions.

Trade Names: Any use of trade names in this program is for reference purposes only. No promotion of particular companies or brands, products or devices should be implied. Avoid commercial names in favor of generic drug names.

Comments: Use this area on the Submission Form for any additional comments you want to share with the Planning Committee.

If you have any questions regarding your abstract submission, please contact Julie Zimmett in the Baptist Health CME Department at JulieZ@BaptistHealth.net or 786-596-8612.