

# ObesityWeek 2017 TOS Annual Meeting Abstract Submission Instructions

If you are submitting on behalf of someone else but are not a presenter or co-author, please use their log in information.

1. **SUBMISSION WEBSITE:** [Abstracts may be submitted here.](#) **WARNING: Submission works best on a traditional desktop or laptop computer. Do not try to submit on a mobile device.**
2. **DEADLINES:** The deadline for electronic submission for abstracts has been extended to **Sunday, April 30, 2017 at 11:59 PM EDT.**
3. **ABSTRACT LIMIT:** 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 **\$65 non-refundable** submission fee per abstract. Payment must be successfully received prior to submitting your abstract for review.
4. **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.

5. **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. **Example: Use Title Case for Titles**
6. **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.

7. **TRACK:** You will be asked to select the appropriate track and sub-track using the drop-down menus.

**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 for 2017 are as follows:

- Track 1 Metabolism and Integrative Physiology
  - Track 2 Neuroscience
  - Track 3 Interventional and Clinical Studies
  - Track 4 Population Health
  - Track 6 Health Care Policy/Public Health Policy
8. **PRESENTATION TYPE:** You will also be asked to select the preferred presentation type for your abstract either “Oral or Poster Presentation” or “Poster Presentation Only”. **If the presenter is directly employed (full or part time salaried employee) in the pharmaceutical or medical device industry, then the abstract may only be considered for poster presentation. Oral presentation is not allowed for direct employees of those industries per CME rules.** Oral presenters with conflicts of interest will have a slide deadline of October 2, 2017. Oral presenters without conflicts of interest will have a slide deadline of October 23, 2017. If the presenter changes (even a swap with a co-author) before the annual meeting, you must contact [annualmeeting@obesity.org](mailto:annualmeeting@obesity.org) to update.
  9. **PRESENTER, AUTHORS, INSTITUTIONS/AFFILIATIONS:** 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. Be sure to have the institutional affiliations and email addresses available for your authors. **PROOFREAD CAREFULLY.** Whatever you enter as the spelling, credentials and affiliation will be published that way. **If the presenter changes (even a swap with a co-author) before the annual meeting, you must contact [annualmeeting@obesity.org](mailto:annualmeeting@obesity.org) to update.**
  10. **KEYWORDS:** Up to 3 keywords may be selected. You are required to select at least 1 keyword.
  11. **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.
  12. **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.
  13. **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.

14. **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.
15. **SUBMISSION FEE:** The fee for submitting abstracts for ObesityWeek 2017 is **\$65 per abstract. The fee is non-refundable.** The fee is not refunded for withdrawn submissions.
16. **EMBARGO POLICY:** No abstract or presentation may be announced, publicized, or distributed before the embargo date. This applies to all formats of abstract publication—including articles, conference presentation, social media, etc. Abstracts will be published on the day of presentation by The Obesity Society. The embargo date is the day of presentation. [See full embargo policy here.](#)
17. **ABSTRACT REVIEW:** All submitted abstracts will be peer reviewed by TOS abstract reviewers and by members of the TOS Program Committee.
18. **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.
19. **ABSTRACT ACCEPTANCE/DECLINE:** Notifications will be emailed in July from [annualmeeting@obesity.org](mailto:annualmeeting@obesity.org).
20. **WITHDRAWALS:** Accepted abstracts will be published in the ObesityWeek abstract book. Withdrawal requests will not be accepted.
21. **MEETING REGISTRATION:** Presenters of accepted abstracts will need to register to attend ObesityWeek; registration fees are separate from abstract submission fees. You may register and make your hotel reservations at the ObesityWeek website, [obesityweek.com](http://obesityweek.com)
22. **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.
23. **SUBMISSION OR MEETING QUESTIONS:** If you have questions regarding the submission criteria or questions about the Annual Meeting, please contact [annualmeeting@obesity.org](mailto:annualmeeting@obesity.org).

**CALL FOR PAPERS:** Have you considered submitting your full research paper to the 5th Annual *Obesity* Journal Symposium? High-quality manuscripts with the latest research in the obesity field will be selected for presentation at ObesityWeek. These winning papers will be promoted and published in a special section of the November 2017 issue of *Obesity*, distributed on site at ObesityWeek, and presenting authors will receive free registration for the meeting. **SUBMISSION DEADLINE is June 1, 2017.** [Click here for full details.](#) Follow [this link](#) to the ScholarOne submission site.