

Below are answers to frequently asked questions about the 11<sup>th</sup> Annual Conference on the Science of Dissemination and Implementation Call for Abstracts submission process. If you need additional assistance, please contact [Tamara Infante](#) or call 202.292.6704.

1. **Do you have to be an AcademyHealth member to submit an abstract? To present an abstract?**

No, we do not require membership for abstract submitters or to present at the conference.

2. **What is the submission deadline?**

The deadline for abstract submissions is **July 24, 2018 at 5:00 p.m. ET.**

3. **My abstract could possibly be submitted to more than one track. May I submit a single abstract to more than one track?**

No. Individual abstracts may be submitted to only one track. Please submit your abstract to the track that you consider most appropriate. AcademyHealth respects the choice made by the submitter and will not move an abstract to a different track unless specifically requested to do so by the submitter before the submission deadline.

4. **Do I have a better chance of having my abstract accepted to one track over another track?**

No. The acceptance rate is the same for all tracks. The number of abstracts selected is proportionate to the number of submissions to that track.

5. **Can I submit research that has been published or is under review for publication?**

Yes. The conference does not have any restrictions regarding publication.

6. **Once I have submitted an abstract, may I make edits?**

Yes. You may edit your abstract until 5:00 p.m. ET on July 24<sup>th</sup>. You can log back into the abstract system using your username and password to edit your abstract.

7. **How do I know my abstract has been received?**

You will receive an automated email when you have submitted your abstract. This will include instructions for editing your abstract until the abstract deadline.

8. **What are the required sections of the abstract?**

- Background:
- Methods:
- Findings:
- Implications for D&I Research:

9. **What is the total word limit of my abstract submission?**

The total word limit for an individual abstract is 350. The section titles (e.g. Methods, Findings) and title of the abstract are not included in the word count.

10. **Do tables count toward the total word limit?**

Yes, tables do count toward the word limit. Most people upload tables into the “findings” section of the paper. (Figures are not allowed.)

11. **Can I withdraw a submission?**

Yes, you can withdraw your abstract from consideration by using the ‘withdraw abstract’ option.

12. **If my abstract is selected for presentation but I am unavailable to present, may I send a substitute to the meeting?**

Yes. Once your abstract has been accepted, you may send a co-author to present your paper or poster if you are unable to attend the meeting. If none of the co-authors are available, we will remove your paper from the program and bring up an alternate. Please notify us by sending an

email to [tamara.infante@academyhealth.org](mailto:tamara.infante@academyhealth.org).

**13. When will I be notified about the status of my abstract?**

Notifications will be sent via email in early September.

**14. Is there a fee to submit an abstract?**

No, there is no fee to submit.