

2018 AOCS Annual Meeting & Expo

May 6–9 | Minneapolis Convention Center | Minneapolis, Minnesota, USA



AOCS Abstract Submission Guidelines and Agreement

Thank you for your interest in submitting an abstract for the 2018 AOCS Annual Meeting & Expo.

Please review these guidelines and terms of agreement. If your abstract does not comply with these requirements, you will be asked to adjust the text before a final decision can be made by the Session Chairs. *For additional information on abstract quality or the submission process, please contact the AOCS office.*

DEADLINES AND SUBMISSION SCHEDULE

Due to the volume of submissions, abstract reviews and notifications will follow the schedule below.

Tuesday, November 1, 2017

Deadline for optimal consideration

NOTE: *Volunteer submissions received after November 1 will be reviewed and included as time and space permit.*

Wednesday, November 2, 2017

Abstract reviews and selection begins

Monday, November 21, 2017

Notify accepted authors (*first round*)

Monday, December 19, 2017

Notify accepted authors (*second round*)

Monday, January 16, 2018

Submission site closes

Tuesday, January 31, 2018

Notify accepted authors (*final round*)

ABSTRACT SUBMISSION GUIDELINES

Interest Area

Volunteer authors—Identify the interest area that most aligns with your content. Refer to the session descriptions for further guidance.

Invited speakers—Select the correct primary topic and note the session chair to assure proper assignment.

Author(s)

Provide the following information for each author:

Name – First, Middle Initial, Last

Organization/Affiliation

Country

Email address

Abstract Title and Body

Title:	Title should clearly identify the focus of the abstract in 15 words or less.
Abstract body:	May not exceed <u>250 words</u>
Abstract preference:	Oral or Poster <i>Session chairs may suggest a change in presentation type.</i>
Abstract structure:	<ul style="list-style-type: none">▪ Objective/Hypothesis▪ Methods Used▪ Results▪ Conclusions
<u>Do not</u> include:	<ul style="list-style-type: none">▪ Images▪ Tables▪ Commercial content (<i>i.e. trade names or trademarked products</i>) <p>Abstracts <i>AND</i> Presentations must be of an educational nature and may not be used to promote products/services. The exceptions are the Technology Showcase sessions and New Technologies in Industry session.</p>
Before you press the submit button:	<u>Carefully proofread</u> and check your submission for accuracy. Abstracts will be published as submitted.
Email confirmation(s):	An email confirmation will be sent once the completed abstract has been submitted.

ABSTRACT REVIEWS

Abstracts received by November 1 will be sent to the session chairs for review on November 2. Submissions received *after* November 1 will be sent to reviewers at regular intervals.

Abstracts will be evaluated separately using the following criteria:

- Relevance to session topic
- Creativity and originality of content
- Tangible message, solutions, and best practice(s)

The Program Committee and Session Chairs reserve the right to refuse a presentation based on, but not limited to, the following criteria:

- A lack of scientific content or merit
- Commercial content (*i.e. trade names, trademarked products, etc.*)
- Subject matter not aligned with the focus of a session

REGISTRATION FEES AND TRAVEL EXPENSES

When an abstract is accepted, the presenting author is required to attend the meeting to present, must register for the AOCS meeting, and pay the registration fee. Each presenter is also responsible for his/her travel and accommodation expenses, unless written confirmation of funding assistance is provided by the inviting Session Chair.

PERMISSION AND AGREEMENT

Permission

By submitting an abstract, you hereby grant AOCS the non-exclusive, royalty-free right to (a) publish the accepted abstract online, available to all registered attendees two weeks prior to meeting start date, and (b) publish your complete presentation online after the meeting. If you do not grant permission to AOCS to publish your complete presentation, you have the option to deny permission during the online submission process.

Indemnification Agreement

By submitting this abstract, you hereby represent and warrant that, to the best of your knowledge: the content of the abstract and of the presentation is accurate; the abstract and presentation do not violate any copyright, proprietary, confidentiality, or personal rights of others; the presentation will be educational in nature, will not promote any product or service, and will not contain any false or misleading statements regarding any products or services or include materials that are slanderous, libelous, or otherwise illegal; and you are authorized to make these representations and to agree to the terms of the AOCS Abstract Submission Guidelines & Agreement on behalf of your company or institution.

You hereby indemnify and hold harmless the American Oil Chemists' Society, its officers, directors, staff, agents, and representatives from and against any and all claims, actions, losses, demands, costs, reasonable attorneys' fees, and other expenses arising from the inaccuracy or breach of any of the foregoing representations and warranties.