



# 2019 AOCs Annual Meeting & Expo

May 5–8 America's Center Convention Complex | St. Louis, Missouri, USA

## AOCs Abstract Submission Guidelines

Thank you for your interest in submitting an abstract for the 2019 AOCs Annual Meeting & Expo.

### DEADLINES AND SUBMISSION SCHEDULE

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

**November 1, 2018**

**November 5–December 15, 2018**

**December 1, 2018**

**Monday, December 17, 2017**

**December 16, 2018–January 31, 2019**

**January 16, 2019**

**February 1, 2019**

**March 1, 2019**

**April 1, 2019**

#### **Deadline for priority consideration**

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

Abstract reviews and selection begin (*first round*)

Invited speaker submission deadline

Notify accepted authors

Second round of reviews

Submission site closes

Notify accepted authors (*final round*)

All presenters must be registered to appear in the Program Book.

Oral and poster presenters must be registered for the Annual Meeting by April 1 to avoid cancellation of the presentation.



### ABSTRACT SUBMISSION GUIDELINES

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#### **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 identify the session chair to assure proper assignment.

#### **Author(s)**

Provide the following information for each author:

Name – First, Middle Initial, Last

Organization/Affiliation

Country

**VALID** email address for each author

## Abstract Title and Body

Title:	Clearly identify the focus of the abstract in 15 words or less.
Abstract body:	250 words or less
Abstract preference:	Oral or Poster   <i>Session chairs may suggest a change in presentation type.</i>
Abstract structure:	<ul style="list-style-type: none"><li>▪ Objective/Hypothesis</li><li>▪ Methods Used</li><li>▪ Results</li><li>▪ Conclusions</li></ul>
Optional presentation	Volunteer submissions, check if you will/will not convert to a poster if not scheduled for a talk. <i>Reviewers will not see the question or your response.</i>
<u>Do not include:</u>	<ul style="list-style-type: none"><li>▪ Images</li><li>▪ Tables</li><li>▪ Commercial content (<i>i.e. trade names or trademarked products</i>)</li></ul>
Content:	Abstracts AND presentations must be of an educational nature and may not be used to promote products/services.
Before you press the submit button:	<u>Carefully proofread</u> and check your submission for accuracy. <b>Abstracts will be published as submitted.</b>
Email confirmation(s):	An automated email confirmation will be sent when the completed abstract has been submitted.

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.

## ABSTRACT REVIEWS

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Abstracts received by November 1 will be released to the session chairs for review on November 5. Submissions received *after* November 1 will be sent to reviewers at regular intervals and will be considered on a space available basis.

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

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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.

All presenters must be registered by March 1, 2019, to appear in the Program Book.



Oral and poster presenters must be registered for the Annual Meeting by April 1, 2019 to avoid cancellation of the presentation.

## PERMISSION

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**IMPORTANT:** Please review the updated Permissions section in the abstract management system.

As an international scientific organization, AOCS provides current and emerging information and disseminates research results in oils, fats, lipids, proteins, surfactants, and related materials through its meetings, publications, and web presence.

To support the dissemination of scientific knowledge, AOCS records and live streams selected presentations and sessions during its meetings. These recordings and live streams also provide scientists who are unable to attend meetings with a way to engage with the scientific community, and it allows presenters to expand the reach of their work to a larger audience. In addition, AOCS archives presentations in the AOCS Premium Content Library, an AOCS members benefit that provides members with a significant body of scientific knowledge.

## INDEMNIFICATION AGREEMENT

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By submitting this abstract, you hereby represent and warrant that, to the best of your knowledge:

- (a) the content of the abstract and of the presentation is accurate;
- (b) the abstract and presentation do not violate any copyright, proprietary, confidentiality, or personal rights of others;
- (c) 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
- (d) you are authorized to make these representations and to agree to the terms of the AOCS Abstract Submission Guidelines 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.