



## 2024 AABB Annual Meeting

# Abstract Preparation and Submission Guidelines

This document will provide the information you need to prepare your abstract for submission to the 2024 AABB Annual Meeting.

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# Categories and Keywords

You will be asked to choose a primary category and up to five keywords. The primary category should reflect the overall topic of your abstract. Keywords should reflect other topics that are covered in your abstract submission.

## Biotherapies, Cellular Therapies, and Immunotherapies

Collections, Processing and Storage  
Cord blood (*including cord tissue and perinatal cells*)  
Hematopoietic Cell Therapy/  
Transplant Immunotherapies  
(*includes CAR T cells*)  
Nonhematopoietic Cell Therapy  
Process Improvement  
Product Development and  
Manufacturing  
Quality Control/Quality Assurance  
Regenerative Medicine  
Regulations  
Somatic Cell Therapy

## Blood Center/Hospital-Based Donor Center

Blood Center/Donor Center Inventory  
Management  
Collections and Product Manufacturing  
Component Processing  
Donor Apheresis  
Donor Collections  
Donor Hemovigilance  
Donor Recruitment and Retention  
Donor Testing

## Cell Biology, Immunology and Biochemistry (Basic and Preclinical Research)

Leukocytes (*includes Experimental transplantation/immunotherapy*)  
Platelets  
Red Cells

## Education/Developing Curriculum

Competency Assessment Methods  
Curriculum Development,  
Implementation and Evaluation  
Professional Development  
Training Methods for Employees,  
Students, Residents and Fellows

## Immunoematology and Genetic Testing (red cells, leukocytes and platelets)

Immunoematology (*includes serology*)  
Molecular Diagnostics and Testing

## Hematology and Coagulation

Disorders  
Testing and Assay Development

## Information Technology and Informatics

Data Management and Analytics  
Electronic Health/Medical Records  
Laboratory Information Systems

## Instrumentation

## Inventories

Inventory Distribution  
Inventory Management  
Inventory Storage

## Leadership

Marketing  
Operations  
Strategic Planning

## Management

Financial Management  
Laboratory Administration  
Personnel Management  
Practice Management  
Quality Management

## Patient Blood Management

## Public Health, Policy and Ethics

## Quality

Laboratory Safety  
Proficiency Testing  
Quality Assurance  
Quality Control  
Quality Management Systems  
Standards, Regulations and Accreditation

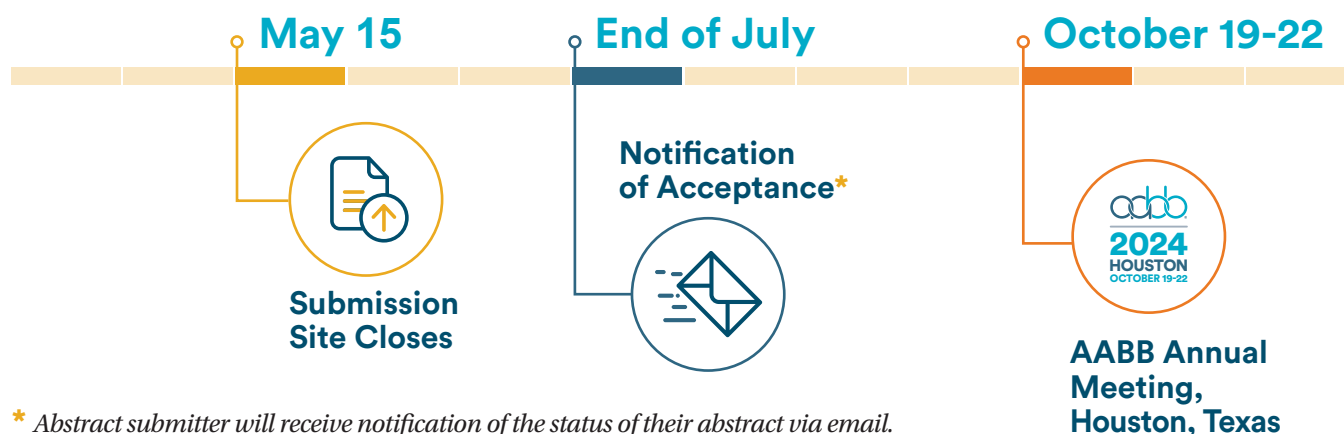
## Therapeutic Apheresis

## Tissue Banking and Management

## Transfusion Service

Evidence Based Medical Practices  
Patient Safety  
Patient Testing  
Pediatric Transfusion Clinical Medicine  
Perioperative and Anesthesia  
Recipient/Patient Hemovigilance –  
Noninfectious Adverse Events  
(*Transfusion Reactions*)  
Recipient/Patient Hemovigilance –  
Transfusion Transmitted  
Infectious Diseases  
Transfusion Practices  
Trauma and Massive Transfusion  
Practices  
Transfusion Service Inventory  
Management, Storage, and  
Distributions

# 2024 Abstract Timeline



## Author(s) Responsibilities

### Submission of an abstract indicates the following:

- 1 The author(s) has not published the data in a scientific journal; nor, has the data been accepted for publication before the AABB abstract submission closing date.
- 2 The author(s) has not presented the data at another national or international annual scientific meeting.
- 3 The accuracy of the submitted abstract is the responsibility of the author(s). Errors made on your submitted abstract will appear in publication.
- 4 Submission of an abstract constitutes a commitment by the author(s) to present it if accepted. Failure to present, if not justified, may jeopardize future acceptance of abstracts. Expenses associated with the submission and presentation of an abstract are the responsibility of the author/presenter. The presenter is required to attend the annual meeting during the day of presentation and must submit the applicable registration fee. If your abstract is selected for oral presentation, the presenting author will receive a complimentary registration for the day of the presentation.
- 5 The content of the presentation and reference materials must remain the responsibility of the author(s). A commercial supporter may help prepare the presentation, but they should not be biased to advance the proprietary interest of the sponsor.

# How to Submit Your Abstract

All abstracts should be as informative as possible and follow the guidelines below. (Abstracts that do not follow all format guidelines will be rejected.)

## 1. Format

Abstracts must include the following sections:

- **Background/Case Studies** – information regarding the objectives/goals or why the study was performed.
- **Study Design/Methods** – information about the key methods utilized in the study.
- **Results/Findings** – summary of the results observed.
- **Conclusion** – a statement of the author(s)' conclusion supported by the stated results.

**NOTE:** Quantitative data must be included in scientific abstracts. Although data should be summarized, abstracts must include specific reference to numbers studied and statistical significance of findings. It is insufficient to state: “The results will be discussed” or “The data will be presented.” A table or graph may be helpful in presenting data.

## 2. Table or Figure

- A maximum of one table or figure is accepted for each abstract.
- Naming convention for table and figure – please include the same title when you reference the figure or table in your abstract text.
  - Please use:
    - Table 1
    - Figure A
- There are two preferred formats for digital artwork submission: Encapsulated PostScript (EPS) and Portable Document Format (PDF). We suggest that line art be saved as EPS files. Alternately, these may be saved as PDF files at 600 dots per inch (dpi) or better at final size. For combination figures, or artwork that contains both photographs and labeling, we recommend saving them as EPS files, or as PDF files with a resolution of 600 dpi or better at final size.
- Tables and figures can be submitted in black and white or color.

### 3. Additional Submission Requirements

Every effort will be made to publish the abstract exactly as submitted. Although abstracts will be typeset for electronic distribution, they will not be edited or corrected by the AABB staff except as needed to conform to publication style. Please ensure that your submission adheres to the following guidelines:

- **NEW:** Low- and Middle-Income Countries (LMIC) Verification  
Please indicate if your research was conducted in an LMIC according to [World Bank classifications](#).
- Summary of Importance to the Field  
Submitting authors will be asked to provide a brief summary (a few sentences, maximum 500 characters) about why the abstract is novel or important to the field. Although previously published work will not be accepted, as noted in the Author(s) Responsibilities, submission of follow-up studies or reexamination of data are encouraged. In these instances, it is particularly important that the author articulates what is new or different about the research in this abstract.
- Commercial Bias
  - If the presentation involves commercial products, it must be objective and rely on scientific methods.
  - Presentations must be free of commercial bias for or against any product.
  - Generic names should be used whenever possible. Abstracts submitted for promotional purposes will be rejected.
- The combined length of the abstract body and title may not exceed 2,900 characters including spaces. Table/figure and Summary of Importance to the Field will NOT count toward the total character count. Abstracts that exceed this character limit will be rejected by the online submission site and must be modified before the abstract can be submitted.
- Titles should be indicative of the content of the abstract. The title should be brief and must be entered in title case (first letter of every word capitalized).
- Author(s) names should have no titles or degrees listed. Author(s) institutions should be listed as precisely as possible (include city, state or country).
- Author(s) should include statistics, when it would permit a clearer interpretation of the data.
- All units of measure must be expressed in the metric system; temperatures in Celsius.
- Generic names of drugs must be given, typed in lower case. If the proprietary name is given, the first letter must be capitalized.
- Unless an abbreviation is widely known and accepted (Fya, CPD, HIV), the term or phrase must be written in full the first time it appears in the abstract, followed immediately by the abbreviation in parentheses, i.e. hydroxyethyl starch (HES) or filtration leukapheresis (FL). Do not use abbreviations in the title.
- Avoid starting sentences with Arabic numbers.

- Any human subjects/animal research presented must have been approved by the appropriate agencies and have been in accordance with applicable ethical standards.
- Except in rare cases, no more than ten (10) authors may be submitted and listed with each abstract. As per the rule in medical research publication, each of the authors must have contributed in at least one of three ways: 1) substantial participation in the research being reported, 2) writing of the submission, or 3) review/editing of the abstracts.
- Author(s) are strongly encouraged to save an electronic or printed copy of their abstract for their records before submitting.
- Avoid use of the first person in descriptions of the authors' previous work.

✗ **Unacceptable:** "We previously demonstrated that..."

✓ **Acceptable:** "It has been shown..." or "Investigators previously demonstrated that..."

# Abstract Selection and Notification

## 1. Acceptance Criteria

**Abstracts will be reviewed based on:**

- Originality, novelty to the field
- Clear expression of concepts and data
- Sufficient data
- Apparent valid conclusions supported by data provided
- Interest/relevance for the AABB annual meeting

## 2. Rejection Criteria

**Abstracts will be rejected by peer reviewers for any of the following reasons:**

- A) Insufficient data presented
- B) Statistical analysis needed, but not provided
- C) Stated conclusion cannot be reached from data presented
- D) Information previously published or generally well known and documented
- E) Format instructions not followed – no conclusion given, etc.
- F) Information has limited significance or relevance and interest for national AABB meeting

- G) Abstract poorly written, confusing or not clear, or contains major spelling or syntax errors
  - H) Commercial bias/advertising
  - I) Error in method or data presented
  - J) Other serious flaws, in the judgment of the peer reviewers
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### 3. Decision Notification

**Abstract decision notifications will be made to the abstract submitter by email.**

**If accepted, abstracts must be presented at the AABB Annual Meeting. The presenting author must register for the meeting, prepare their poster (or oral presentation if selected) and present during their assigned session time. Failure to do so, without adequate notification and justification, may prevent the authors from submitting abstracts to future meetings. All posters must be mounted throughout the duration of the designated time and may not be removed early for any reason.**