

## INSTRUCTIONS

### ObesityWeek® 2021 Call for Abstracts for The Obesity Society's 39th Annual Scientific Meeting

**SUBMISSION WEBSITE:** Abstracts may be submitted here: <https://TOS.planion.com/Z?89899D70D>

**WARNING: Submission works best on a traditional desktop or laptop computer. Do not try to submit on a mobile device.**

**DEADLINES:** The deadline for electronic submission for abstracts is **Monday, April 19, 2021 at 11:59 PM EDT.**

Oral presenters with conflicts of interest will have a slide deadline of September 13, 2021. Slides for non-conflicted presenters and recorded presentations for all oral presenters will be due October 4, 2021.

Poster PDFs, audio recording, and handout(s) will be due October 15, 2021.

**ABSTRACT LIMIT & COST:** 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. New for 2021: If the abstract is accepted, the abstract presenter (maximum one per abstract) will receive a \$50 discount on ObesityWeek registration.

**UNBIASED:** To submit this abstract, you must confirm that you have conducted this research and written this abstract in a manner that is fair, balanced, and free of commercial bias and have used generic names in lieu of brand names.

**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.

**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.

**Examples:**

Titles Should Look Like This without Periods at the End

Capitalize First Letter of Each Word Except for Prepositions, Conjunctions, and Articles

Do Not Put Titles in Quotations

DO NOT USE ALL CAPS

Use Generic Names (No Brand Names)

This Is Called Title Case

**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.

**TRACK:** You will be asked to select the appropriate track using the drop-down menu.

**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 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

**PRESENTATION TYPE:** You will also be asked to select the preferred presentation type for your abstract either “Oral or Poster Presentation” “Oral Presentation Only” or “Poster Presentation Only”. NOTE: If “Oral Presentation Only” is selected and your abstract is not accepted, the abstract will be rejected.

**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.**

**CHANGE PRESENTER:** 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.

**PRESENTER AND AUTHORS:** 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. A huge number of authors are already in the database. Use the SEARCH (by last name) and select whenever possible, to reduce the odds of creating a duplicate accounts. Be sure to have email addresses

available for all authors. **PROOFREAD CAREFULLY.** Whatever you enter will be published that way. DO NOT USE ALL CAPS. **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.**

**KEYWORDS:** You are required to select at least 1 keyword and may choose up to 3.

**ANNUAL MEETING LEARNING OBJECTIVES:** Please identify which (if any) learning objectives your abstract satisfies amongst the 6 learning objectives listed on the submission site that have been identified as educational goals for this conference. **Answering “NO” to any or all learning objectives does not affect your odds of acceptance.**

**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.

**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.

**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.

**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.

**SUBMISSION FEE:** The fee for submitting abstracts for ObesityWeek<sup>®</sup> 2021 is **\$65 per abstract. The fee is non-refundable.** The fee is not refunded for withdrawn submissions.

**EMBARGO POLICY:** The ObesityWeek<sup>®</sup> sessions, posters and abstracts present innovative studies on the latest advances in obesity research. These communications provide notable exposure and recognition for studies and authors, and are likely to have a significant impact on obesity prevention and treatment. Abstracts submitted via the online application process for regular and late-breaking reports are expected to reflect original research. Reported data must have **NOT** been published or presented publicly at the time of abstract submission. Presentations at a national or international conference **BEFORE** presentation at ObesityWeek<sup>®</sup> are not allowed. Data included in abstracts submitted for presentation at ObesityWeek<sup>®</sup> may **NOT** be presented at a satellite ObesityWeek<sup>®</sup> event (such as a corporate-sponsored symposium or affiliated conference) until **AFTER** presentation within the main ObesityWeek<sup>®</sup> program.

### **Simultaneous Manuscript Publication**

Printed or electronic publication in peer-reviewed scientific or medical journals of data submitted for presentation at ObesityWeek® is permitted. In all cases, however, such publication must occur AFTER the date of abstract submission to ObesityWeek®.

### **Embargo Lift Date**

The Obesity Society and its designated abstract reviewers treat abstract submissions as strictly confidential until the time of their public release. The Obesity Society will post abstracts on the website and app prior to the start of the ObesityWeek® conference to assist registered attendees in itinerary planning. All abstracts are embargoed from press/media coverage until 12:00 pm Eastern Time (U.S.) on the first day of ObesityWeek® Scientific Sessions – Monday, November 1, 2021.

### **Questions About the Policy?**

Contact [TOScommunications@obesity.org](mailto:TOScommunications@obesity.org).

**ABSTRACT REVIEW:** All submitted abstracts will be peer reviewed by TOS abstract reviewers and by members of the TOS Program Committee.

**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.

**ABSTRACT ACCEPTANCE/DECLINE:** Notifications will be emailed in July from [annualmeeting@obesity.org](mailto:annualmeeting@obesity.org).

**WITHDRAWALS:** Must be submitted to [annualmeeting@obesity.org](mailto:annualmeeting@obesity.org) before September 1, 2021.

**MEETING REGISTRATION AND PARTICIPATION REQUIREMENTS:** Presenters of accepted abstracts are required to register to attend ObesityWeek® in order to present; registration fees are separate from abstract submission fees. You may register at the ObesityWeek® website, [obesityweek.org](http://obesityweek.org).

New for 2021: If the abstract is accepted, the abstract presenter (maximum one per abstract) will receive a \$50 discount on ObesityWeek registration.

The 2021 conference will be primarily virtual and therefore does not require travel to participate.

Oral abstracts will be presented November 1-5, 2021 and typically include real-time, live Q&A as well as a Q&A chat board where those who watched the recording can ask questions.

Poster sessions for real-time interaction with conference attendees are on November 2 and 4, 2021 at 1:30-3:00 pm Eastern US time. Each poster also has a dedicated Q&A chat board where visitors can leave questions at other times.

Presenters must agree to answer questions left by visitors in the virtual conference system November 1-December 31, 2021.

**PERMISSION TO REPRODUCE:** To submit, you must agree that if this abstract is accepted for presentation, you authorize The Obesity Society to reproduce and distribute it in any format, including, but not limited to, print and electronic media, such as 1) on the conference and/or The Obesity Society website, 2) in the *Obesity* journal, 3) on the virtual conference system, 4) in the conference app, 5) in archives of conference abstracts (print or electronic), 6) in on-demand recordings of the conference.

**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.

**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 9th Annual *Obesity* Journal Symposium? High-quality manuscripts with the latest research in the obesity field will be selected for presentation at ObesityWeek®. These papers will be promoted and published in the November 2021 issue of *Obesity* and presenting authors will receive free registration for the meeting. In addition, for all submissions that are accepted by the Journal, but not chosen as recipients, the Journal is offering immediate on-line publication. **SUBMISSION DEADLINE is June 1, 2021.** [Click here for full details.](#) Follow [this link](#) to the ScholarOne submission site.