



# 2021 VIRTUAL SCIENTIFIC MEETING

OCTOBER 13-15

## ORIGINAL SCIENCE ABSTRACTS: Submission Instructions

### Timeline:

**Call for Abstracts: June 28-Aug. 12, 2021 11:59 pm CT**

Review and Selection: Aug. 20-27, 2021

Notification sent by email: **Sept. 3, 2021**

Midwest SPR 2021 Virtual Scientific Meeting: **October 13-15, 2021**



**Midwest SPR** is committed to presenting the broadest possible range of high-quality work at the **Midwest SPR 2021 Virtual Scientific Meeting**. All submitters should go to the [Midwest SPR Abstract Submission Site](#), create a new account, and follow all instructions to submit an abstract.

### Scientific Content

- Historically, abstracts accepted for presentation are hypothesis-driven new work.
- Abstracts rarely accepted for presentation include open-label drug trials, single case reports, highly speculative accounts of clinical experience, and op-ed accounts of personal experience.
- Interim results from an ongoing clinical trial will not be accepted for presentation unless the study has been prematurely closed for efficacy, lack of efficacy, or issues of safety.
- If the abstract is selected, the presentation must include the methods used for study and any other information relevant to research.
- There is no limit on the number of abstracts submitted by each author, but the submission of multiple, similar abstracts from the same investigator(s) or laboratory is strongly discouraged.

### General Submission Policies

- Character count is 2,600—includes spaces and title; excludes author's name, institution and upload of tables and images.
- A maximum of four images or tables may be uploaded with the abstract.
- A submission fee of \$60 is required for each abstract submitted, payable by credit card only.
- Submitter does not need to be a member of Midwest SPR to submit an abstract for the Midwest SPR 2021 Virtual Scientific Meeting.
- The submitting author verifies upon submission that all authors have agreed to the submission of the abstract.
- Abstracts submitted or presented to other societies or national meetings cannot be submitted for consideration unless additional data has been added.
- Research published in manuscript form prior to the submission of the abstract **should not be submitted**. If data contained in the abstract is published after submission of the abstract, the Midwest SPR Program Office must be notified regardless of timing as soon as publication is recognized. A member of the program committee will make a determination concerning presentation. Abstracts should not be submitted if there is knowledge of an upcoming publication prior to the annual meeting or submission deadline.

- **Conflict of Interest/ Disclosure:** Work submitted for presentation must include an acknowledgment of funding sources of commercial nature and/or consulting or holding of significant equity in a company that could be affected by the results of the study. Even if indicated elsewhere in the abstract, this must appear as the last sentence of the abstract and read "funded by..." and/or "equity in..." if pertinent.
- Any **animal studies** must conform with the "Guiding Principles in the Care and Use of Animals" of the American Physiological Society and any human experimentation has been conducted according to a protocol approved by the institutional committee on ethics of human investigation. And, if no such committee exists, it must conform with the principles of the Declaration of Helsinki of the World Medical Association (Clinical Research 14: 193, 1966).

## How to Submit an Abstract

Follow the step-by-step process below for submitting an abstract. To save time, gather all information needed before starting. Create an account or log in at the [Midwest SPR Abstract Submission](#) site. This is a new submission platform for 2021.

### Step 1 – Submission

1. After logging in, click to start a new abstract or edit an existing one.

The screenshot shows the MSPR 2021 Virtual Scientific Meeting website. At the top, there is a header with the MSPR logo and the text "2021 VIR". Below the header, there is a navigation bar with "Home" and "Log Out" links. The main content area is divided into several sections:

- EVENT INFORMATION:** A section with an information icon (i) and a blue card icon. It contains the text "MSPR 2021 Virtual Scientific Meeting", "October 13 - 15, 2021 (Wednesday - Friday)", "United States", and a "Contact the Event Organizer" link with a phone icon.
- ABSTRACTS:** A section with a folder icon. It contains the text "ABSTRACTS (You have 0 complete abstracts, 2 incomplete abstracts,)" and a green plus icon with a link "Click here to begin a new abstract".
- Abstract example:** A section with a right-pointing arrow and a blue circle containing the number "1". It contains the text "Abstract example", "Status: INCOMPLETE (Last Edited 06/22/2021, 2:01 PM)", and a "Preview Abstract 1" button.

2. Start a new abstract by entering the title. Enter text using upper and lowercase as it should be published. Only use additional capital letters as appropriate. Do not type your title in all caps. Do not end titles with a period (.) Then press Submit to move to the next step.



## START A NEW ABSTRACT

Submit

## Title \*

Enter text using upper and lowercase as it should be published. Only use additional capital letters as appropriate. Do not type your title in all caps. Do not end titles with a period (.)

Test Title

10 characters (200 max)  
2 words (75 max)

Submit

3. Complete Tasks 1-6. The system provides a running count of the characters used. You can click on Preview at any point to see how the abstract appears. You can also click on each task at will to edit the information in each section.

[Abstract example](#)

Abstract ID: 1081940

Submission Type: Abstract Submission

Abstract Status: Active

Abstract character count: 16 / 2,600



## 1. Abstract

Click here to add your abstract



## 2. Table and Images

Click here to add table and/or images.



## 3. Keywords

Enter up to three keywords in order of importance.



## 4. Authors

Click here to add authors to this submission.



## 5. Conflict of Interest

Conflict of Interest



## 6. Payment

Click here for payment.

Continue &amp; Preview

**Task 1 – Abstract**

- Select a Category—Basic Science, Clinical Investigation, or Health Services Research.
- **Poster Consideration** – check the box if you only want to be considered for a poster only, or for both poster and oral presentations.

- Provide information in the boxes labeled Background, Objectives, Design/Methods, Results, and Conclusion, then press **Continue**.
- Remember, even if indicated elsewhere in the abstract, the last sentence of the abstract must specify "funded by..." and/or "equity in..." if pertinent.

### Task 2 – Tables and Images

- You may upload a maximum total of four images in any of the following formats: gif, png, tiff, tif, jpg, or jpeg. No pdf. Tables should be uploaded as an image.
- Add a Title and Caption for the image, if desired.
- If you choose not to upload images, you can click on the **Opt Out** box.
- Press **Continue** when all images are uploaded.

### Task 3 – Keywords

- Enter up to three keywords in order of importance, then press **Continue**.

### Task 4 – Authors



EDIT AUTHORS TASK FOR 'ABSTRACT EXAMPLE'

Save Authors

Please create the list of authors for this submission.

To add an author:

- Type the author's first name, last name, and email address.
- Click 'Add Author.'

To complete an author's profile:

- Click on the 'Edit Author' button to complete the profile.
- A **green check mark** indicates a complete profile.
- Once the profile is complete, click 'Save Authors' to complete the task.

\* indicates a required field

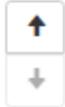
Add New Author

First Name *	Last Name *	Email *	Role *
<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Select Role --

Add Author

- To add an author, type the author's first name, last name, and email address, then Click 'Add Author.'
- If the author is already in the database, the author account will be added. If not, a new account will be created.
- Note: to avoid creating duplicate accounts, submitting authors should **check with all co-authors to confirm the preferred email addresses to use**. Many institutions have multiple variations for their emails: confirming emails in advance streamlines many future steps.
- The submitter can edit an author's profile to add the basic information needed to proceed (name, email, position, institution/company/organization, degree(s), role, and professional status).
- Submitter should invite the co-author(s) to complete/edit their author profile. The task will not show as complete until all authors have completed their profiles.
- Updates made to the **author profile** will carry over to other abstracts from the same submitter. Authors do not have to create an account to make these changes.

2 Belinda Thomas, BA, PMP  
Director, Scientific Program, PAS  
Profile completed ✓  
Role: Author



Edit Belinda Thomas's Profile Invite Belinda Thomas Remove Belinda Thomas

- The invite button will send an email to the co-author(s) as shown below. The authors can click on the link to resolve the two tasks listed. Submitters will receive emails from the system when authors complete the tasks. Note that some emails may go into spam filters, so if you don't hear from your colleagues, remind them to check their spam folder.
- **New this year:** Co-authors can preview the abstract when they access the system to complete these tasks but edits to the abstract can only be made by the submitting author.



Midwest Society for Pediatric Research

## 2021 VIRTUAL MEETING

OCTOBER 13-15

### MSPR Call for Abstracts Abstract Information Requested

**Abstract Title:**  
Test Title

**Submitter Name:**  
Catha Smith

**Submitter Email:**  
[\[Redacted\]](#)

**Task List:**

1. Complete the "Authors" form.
2. Complete the "Conflict of Interest" form.

**Due by:**  
Thursday, August 12, 2021 at 11:59 PM EST

[Click here to log in](#) to the MSPR Call for Abstracts system at any time to complete this task.

- The submitter is automatically added as the presenting author. To change the presenting author, edit the profile of the current presenting author to make them an author, and edit the profile of the new presenting author to add the presenting author designation. There can be only one presenting author and up to 20 co-authors.

Role \*

Presenting Author ▼

-- Select One --

Presenting Author

Author

Continue

### Task 5 – Conflict of Interest

- The presenting author is required to submit a Conflict of Interest Disclosure. To ensure that presentations do not have commercial influence/promotional bias, the presenting author must demonstrate that all financial relationships with commercial interests are disclosed to the learners prior to the beginning of the educational activity. The learners must also be informed if no relevant financial relationships exist.
- If the presenting author is not the submitting author, the submitter should use the “Invite” button below the presenting author’s name to create an automatic email to that speaker inviting them to complete the disclosure form.

### Task 6 – Payment

- Click the link to complete the payment process. The non-refundable abstract submission fee is \$60, payable by credit card only. Payment is made via PayPal.

Following completion of all tasks, press **Continue & Preview**.

- Before you submit your abstract, you can preview and edit all the information entered in each step of the submission process. A green check mark displays tasks that are successfully completed, a red X marks those that are incomplete. You can click on the Task List at any point to review the information in each section.
- The abstract can be previewed at any time, even if some tasks are incomplete.
- **Submit your abstract:** When all tasks, including Payment, are complete, you can **submit your abstract**. Remember to submit by the **deadline: Aug. 12, 2021, 11:59 pm CT**.

### Editing an Abstract

- Prior to submitting - **Abstract Status: Active:** Click on the abstract to open the file and see the status of all tasks. Make edits and save.
- After submitting – **Abstract Status: Complete (Submitted xx/xx/xxx):** Make sure you save any tasks you update them.



#### Form Completed

This form is complete, but you can continue to update it.

If you make changes, don't forget to re-submit by clicking the "Save Authors" button.

### Withdrawing an Abstract

If the submitter and co-authors need to withdraw an abstract, please contact the MSPR Office for assistance.

### Notification and Abstract Presentations

Presentation formats (oral presentation or poster) are determined in September by the MSPR Program Committee.

- Oral presentations are 15-minutes (10 minute/presentation; 5 minute/discussion).
- E-posters will be available in the virtual meeting platform and presenters can interact with attendees via chat. All e-posters will have a three-minute audio recording describing the research and conclusions.
- Detailed instructions for the preparation of slides and posters, as well as scheduling notices, will be provided to the contact author with the presentation notification on Sept. 3, 2021.

### Publication of Abstracts

All abstracts, if accepted for presentation, will be available online.

### Awards

Midwest SPR announces several awards during the meeting, based on abstracts accepted for presentation. There is no separate award submission process. Visit the [MSPR website](#) for more information.

**Questions:** Please contact the MSPR Office for any questions regarding your abstract or the MSPR 2021 Virtual Scientific Meeting program at [info@pasmeeting.org](mailto:info@pasmeeting.org) or 346.980.9710.