

JANUARY 19, 2024

REGISTRATION OPENS Register to attend [here](#).

ABSTRACT SUBMISSION PORTAL OPENS Submit abstracts using the [online form](#).

FEBRUARY 29, 2024

ABSTRACT SUBMISSION DEADLINE Submit abstracts using the [online form](#). Portal will close at 11:59 PM EST.

MARCH 14, 2024

ABSTRACT SUBMISSION DEADLINE EXTENTION Submit abstracts using the [online form](#). Portal will close at 11:59 PM EDT.

MARCH 21, 2024

ABSTRACT / POSTER NOTIFICATIONS Submitting authors will receive the reviewer's feedback and other essential details regarding the on-site poster presentation no later than 11:59 PM EDT. All notifications will be sent via email.

APRIL 15, 2024

LODGING DISCOUNT DEADLINE Lodging reservations must be made by 5:00 PM EDT for the [discounted group rates](#) to apply.

REGISTRATION DEADLINE Portal will close at 11:59 PM EDT.

APRIL 22, 2024

PRESENTATION DEADLINE Identified speaker presentations are due. Slide presentations must be submitted prior to the conference. Presentations will NOT be accepted on-site nor will the use of personal computers or storage devices be allowed.

MAY 6, 2024

CONFERENCE BEGINS In-person convening at the Bethesda Marriott Hotel in Bethesda, Maryland.

- ❑ **REGISTER** Register by April 15, 2024 to attend the 2024 FIRST Conference!
- ❑ **SECURE LODGING FOR CONFERENCE** Make Your Reservation by April 15, 2024 to take advantage of this event's special rates.
- ❑ **PREPARE YOUR ABSTRACT** According to the guidelines, remember not to exceed 300 words. You may also reference page 3: Abstract Submission Tips, page 4: Abstract Submission Etiquette, and page 5: Abstract Submission Format.
- ❑ **SUBMIT YOUR ABSTRACT** *VERIFY! VERIFY!! VERIFY!!! No corrections will be allowed after submission.* FIRST Faculty abstracts will be printed in conference materials as submitted and reviewed by the Abstract Review Committee.

DO NOT submit your abstract more than once. All subsequent submissions of the same abstract are marked automatically as duplicates and removed from the review process. FIRST Faculty abstracts must be submitted via the [online form](#) by 11:59PM EDT on Thursday, March 14, 2024.

- ❑ **ACKNOWLEDGMENT OF RECEIPT** Within 30 minutes of submission, you should receive an email receipt from *Abstract Services* (secretariat@the1jg.com). After 30 minutes, if you have not received an email receipt (remember to check your filtered mail folder), please call (404) 559-6191.
- ❑ **AWAIT ABSTRACT / POSTER NOTIFICATION** FIRST Faculty abstracts will receive notification emails no later than Thursday, March 21, 2024 at 11:59 PM EDT. Notifications will include reviewer comments and/or feedback, where applicable, and important details for on-site poster presentation. If you do not receive a notification email by the deadline (remember to check your filtered mail folder), please call (404) 559-6191.



TIP #1

Start early.

Drafting and finalizing your abstract can be an intense process. Don't wait to begin, because technical problems and unexpected events can occur. Those deadlines will pass before you know it!



TIP #2

Pay attention to the details.

Review the abstract submission guidelines to help you structure your content properly and immediately impress the abstract review committee.



TIP #3

Don't discount your fellow authors and advisors.

Your fellow authors should agree with your submitting the work for review – and be credited in your submission. An advisor can help improve your work's quality and originality before it goes through review.



TIP #4

Identify your target audience.

Seek to impact the conference attendees. The abstract reviewers are looking for relevant work that can benefit its attendees, so do some research to find out who the attendees are and why they're coming to the conference.



TIP #5

Support the conference theme and objectives.

Review the abstract submission guidelines to help you structure your content properly and immediately impress the abstract review committee.



TIP #6

Keep it short.

Don't lose the abstract reviewers in any unnecessary details! Include just the information that adequately explains the purpose, methods, outcomes, and significance of your work.

DOs & DON'Ts

- ✓ **Limit your abstract word count** to 300 (not including title, authors, affiliations, or mention of grant support).
- ✓ **Single space** all typing.
- ✓ **Define all abbreviations** the first time they appear in the abstract.
- ✓ **Proofread the abstract carefully** before submitting. No corrections will be allowed, and accepted abstracts will be printed in conference materials as submitted and approved by the Scientific and Review Committees.
- ✗ **Do not** use tables, charts or formulas.
- ✗ **Do not** include references or credits.
- ✗ **Do not** add space between paragraphs.
- ✗ **Do not** submit your abstract more than once; all subsequent submissions of the same abstract are marked automatically as duplicates and removed from the review process.

All abstracts MUST be organized using the following format:

TITLE (*uppercase*) must be a maximum of 100 characters, spaces and punctuation included.

ABSTRACT (*sentence case*) must be a maximum of 300 characters.

- Do not include the title of the presentation or the names and affiliations of authors in the abstract (this information is collected in other fields).

AUTHORS / CO-AUTHORS (*mixed cases*) who have significantly contributed to the work should be listed.

Formatted: First name, Last name, Email, Institution. The recommended limit is 10 authors.

- The presenting author must be listed first (uppercase letters).
- For each author, include the first and second initials with the last name. Separate authors with a semicolon.
- Example: John, Smith, johnsmith@kennesaw.edu, Kennesaw State University

GRANT SUPPORT (*list only in the grant support field*)

- Highlight the NIH FIRST Grant.

POLICIES

- Poster sessions will only focus on the FIRST Faculty; thus, abstracts will only be accepted from FIRST Faculty at the grantee institutions.
- All presentations should use inclusive language that avoids stereotypes, labeling, and pejorative comments. Presenters are encouraged to acknowledge diversity and use appropriate descriptions, including those for gender, sexual orientation, racial and ethnic identity, disabilities, and age.
- Participants are strongly reminded that the highest standard of courteous and respectful behavior is expected for presentations, especially when sensitive and controversial topics may require balanced and varied perspectives and opinions of the presenters and the audience.

NEED *to* KNOW

Poster presentations will occur during the Poster Session to convene on May 6, 2024.

Poster presenters must register to attend the 2024 FIRST Program Annual Grantees Conference by Thursday, April 15, 2024 in order to have their work included in conference materials.

ON-SITE POSTER PRESENTATION

POSTER SIZE: An 6'x4' poster board will be furnished for all participants to display their posters. The mounting surface area is 5'10" wide by 3'10" tall, please do not exceed this dimension.

SET-UP & DISMANTLE: The presenting author is responsible for displaying the poster at the beginning of the assigned poster session and removing it at the end of the assigned poster session, at times to be designated in the Poster Acceptance Package. Detailed instructions for poster displays, poster number, and location will also be included in the Poster Acceptance Package.

PRESENTING AUTHORS: The presenting author must be available at the poster display during their designated Poster session. Conference participants will be invited to speak with authors either one-on-one format or in group sessions. There will be no audio-visual equipment for poster presentations, as space does not permit.

For all inquiries, contact Abstract Services:

1Joshua Group, LLC

1513 East Cleveland Avenue; Bldg. 100-B, Ste. 202

Atlanta, GA 30344-6947

404.559.6191

secretariat@the1jg.com

TYPE STYLE: To maintain legibility avoid the use of ornate or script fonts. Blocky fonts like Swiss, Helvetica and Arial or conservative serif types like Times Roman and Bookman read well. In the body of the text, follow normal convention when employing italics and capital letters.

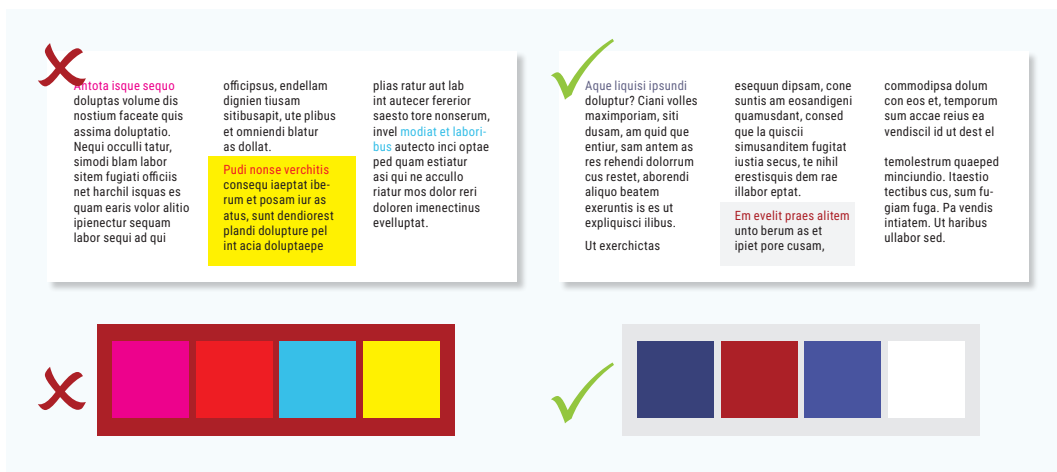
TYPE SIZE: All text must be legible. The title should be legible from at least 16 feet and text from 3-5 feet. Minimum recommended font sizes are summarized below:

Title	90
Heading	60
Subheading	30
Text	18

Title	90
Heading	60
Subheading	30
Text	18

BACKGROUND: Elaborate background images call attention to the background—not your science. Images and patterns will cause your material to be very difficult to read and visually obscured. However conventional it may be, choose a background that accentuates the material you want to present.

COLORS: Do not use fluorescent or intense colors. Colors used on graphs should consistently represent the same population or variable throughout. Subdued or neutral colors toned down with gray are best for backgrounds and large areas. Blues, browns, greens, or grays are appropriate for framing. Background for text and graphs can be white, but off-white or beige is easier on the eyes.



LAYOUT: Organize your poster from left to right and top to bottom. One good method is to divide your material into 3 to 5 logical sections. Lay out each section as a vertical module on your poster, moving from left to right and leaving space between each module. White (empty) space is important and can be used to separate parts of your poster or establish relationships between modules or sections. Avoid clutter.

GRAPHS AND TABLES: As with the rest of your poster, strive for brevity, simplicity, and clarity. Here are some rules of thumb. Tables with more than 20 data cells will begin to overwhelm a typical viewer. Similarly, graphs with no more than three lines or six bars are preferable. Include captions and legends but keep them short and informative. Maintain a consistent labeling system for all graphs. When data of the same type are presented on separate graphs, it may be useful to use the same scale on all axes.

