

Best Practices for submitting abstracts

Helpful Hints / Frequently Asked Questions

1. What information is required from the author?

- Full contact information
- Abstract type (i.e., presentation, session, short course, etc.)
- Topic (choose from CFA flyer or webpage)
- Abstract Title – maximum 125 characters
- Keywords (at least one)
- Overview – 250 characters (session abstracts only)
- Learning Objectives – maximum 400 characters (a list of verbs for learning objectives will be available when you submit)
- Full Description – maximum 2000 characters
- Participant Disclosure information and Speaker Authorisation for Use of Presentation Materials

2. What makes a quality abstract?

- Innovative, timeliness, relevant, hot topic, creative, unique to DIA
- Well written and grammatically correct
- Balanced perspectives
- Global perspective where relevant
- Awareness of target audience, with clear learning objectives
- Clear, specific details on what will be presented either by speakers, panel, or individual
- A compelling and attractive session summary (needed to market the programme)

3. What are the primary components the committee is looking for?

Abstract should be well suited to the topic and meet the objectives (see the meeting's CFA flyer for more details)

4. Do speakers need to be identified before the abstract is submitted?

No. However, authors should be prepared to provide information about potential speakers. Information such as their affiliation/background (i.e., government, academia, patient, CRO, etc.) and the perspective they will bring to the topic will be helpful to the abstract reviewer.

5. Can an author submit more than one abstract?

Yes. However, please do not submit the same abstract more than once.

6. Can an abstract be submitted for more than one programme component (i.e., session, workshop) or topic?

- When submitting an abstract, you will be able to indicate that it may be considered for other components or themes. Do not submit the same abstract multiple times to different topics.
- If the abstract does not fit into any of the established themes you may submit as a Hot Topic or Stand Alone session.

7. How do I know what theme to submit the abstract to?

The official details for the CFA are available online and include detailed information for each theme/track. It is highly recommended to review this document for potential topics BEFORE submitting an abstract.

8. Can there be more than one author?

Only one author name may be submitted. If the abstract has a co-author, this information may be included in the abstract description. However, if the abstract is selected for the programme, only one author may participate. DIA does not permit copresenters.

9. Do I have to use the DIA website to submit the abstract?

- Yes. Please do not send an abstract by email to DIA.
- You are encouraged to prepare your abstract in a separate document prior to submitting. Abstract information should then be copied and pasted from the prepared document as plain text.
- Be certain to click on "Submit" at the end of the process for a CONFIRMATION of receipt. If you do not get confirmation of receipt, DIA probably did not receive your abstract.

10. Are there extensions to the deadline?

- No. Abstracts must be submitted by the published deadline.
- Do not wait until the last day to submit an abstract. There is usually very high traffic on the website, and you will want to avoid the risk of any technical difficulties.

11. When will I be notified whether or not my proposal has been accepted?

Please refer to the CFA flyer or programme page on the DIA website.

