



American Thyroid Association  
83rd Annual Meeting  
October 16-20, 2013 | San Juan, Puerto Rico  
[www.thyroid.org](http://www.thyroid.org)

**AMERICAN THYROID ASSOCIATION 2013 ABSTRACT SUBMISSION INFORMATION**

1. **DEADLINE:** The deadline for electronic submissions is **Wednesday, June 26, 2013 11:59 pm EDT**.
2. **REGISTRATION DEADLINE:** You must register for the 83rd Annual Meeting by **Friday, August 16, 2013**. Your abstract will not be published if you have not registered for the Annual Meeting.
3. **NEW THIS YEAR! PAYMENT:** The fee to submit an abstract is \$25.00 and is non-refundable. We accept credit cards only (Visa, MasterCard and American Express).
4. **ABSTRACT LIMIT:** There are no restrictions on the number of submissions you may submit or on the number of submissions you may present. The submission fee for each abstract is a non-refundable \$25.00.
5. **CHARACTER LIMIT:** There is a limit of 2,245 characters (approx. 300 words) for the text of your submission. The character count includes spaces. You will be advised of your character count usage throughout the submission process as you save and move to the next step.
6. **TITLE AND BODY:** The title should be entered in mixed case. Do not put your title in quotation marks. Do not use formatting tags in the title. You may copy and paste your submission body into the appropriate sections.
7. **SPECIAL CHARACTERS and FORMATTING:** If you copy and paste the title and/or body of your submission from your word processor, special characters should transfer, but formatting will not transfer. You can insert special characters and/or formatting tags using the **Special Characters Palette**. To access the palette, click on the "Special Characters" button located on the Title/Body page.
8. **DISCLOSURES:** The presenter will be asked to complete Disclosure of Relevant Financial Relationships to finalize your submission.
9. **PRESENTATION TYPE AND CATEGORY:** You will be asked to select the preferred presentation (clinical, basic, or translational) type for your submission and the preferred sub-presentation type (oral or poster). In addition, select the appropriate category using the drop-down menus provided.
10. **INSTITUTIONS/AFFILIATIONS:** **You will be asked to enter all the institutional affiliations for your authors prior to adding the authors.** You do not need to enter institutions in a particular order to be able to designate author affiliations. After entering all affiliations, you will proceed to the next step of adding authors and then associating them with the already entered affiliations.
11. **AUTHORS:** Please enter all authors in the order they should appear in the heading of the abstract. If you (the Contact Author) are not the Presenter on a submission, you will need to provide contact information on the Presenter. Session details will be emailed to the presenter.
12. **KEYWORDS:** Up to 5 keywords may be selected. You are required to select at least 3 keywords.
13. **TABLES AND IMAGES:** You may add 1 table or 1 image to your submission. These will appear at the end of your abstract, both on the proof and for publication. Neither tables nor images can be placed within the text of the submission.
14. **ABSTRACT PROOF:** Carefully check the proof of your abstract. Make sure all special characters and formatting are displaying properly in your proof. If you find errors, return to the appropriate page by clicking on the page name in the left-hand menu to make your corrections.
15. **COMPLETING YOUR SUBMISSION:** If you have not completed all required sections and details you will not be able to submit. When all required information is entered, the "Submit" button will appear at the bottom of the "Proof and Submit" page. You can unsubmit and resubmit your

abstract to make corrections up until Wednesday, June 26, 2013 11:59 pm EDT. Make sure to use the same abstract control ID in order to avoid being charged another submission fee.

16. **NOTIFICATIONS:** Notifications will be emailed by Wednesday, July 24, 2013. If you do not receive your notification by then, please contact the Abstract Administrator, Sharleene Cano, at [scano@thyroid.org](mailto:scano@thyroid.org).
17. **ATA INSTRUCTIONS FOR PRESENTERS - please download and review [here](#)**
18. **SUBMISSION OR MEETING QUESTIONS:** If you have questions regarding the submission criteria or questions about the 83rd Annual Meeting of the American Thyroid Association, please contact the Abstract Administrator, Sharleene Cano, at [scano@thyroid.org](mailto:scano@thyroid.org) or visit the ATA website [www.thyroid.org](http://www.thyroid.org).
19. **TECHNICAL SUPPORT:** If you have any difficulty with the submission process, Technical Support is available M-F from 3:00 am to 8:30 pm ET. Technical Support can also be reached from anywhere on the site by clicking on the "Get Help Now" button located in the upper right-hand corner of each page.

### **Letters of Invitation, Entitlement, or Acceptance of Abstract for Visa**

Foreign citizens visiting the United States usually must obtain a visitor visa at least 90 days before travel. There are specific requirements that must be met by applicants to qualify for a visitor visa under the provisions of the Immigration and Nationality Act. The consular officer at your local embassy or consulate will determine whether you qualify for the visa. For a listing of US embassies, consulates, and diplomatic missions, see <http://www.usembassy.gov/>.

If you require a letter of invitation, acceptance, or entitlement for visa purposes please email Sharleene Cano [scano@thyroid.org](mailto:scano@thyroid.org) with the following information:

1. The name of the attendee
2. Title and Institution
3. Title of abstract (if applicable)
4. Email of attendee
5. Name of who the letter should be addressed to
6. Complete mailing address
7. Contact Phone Number