

# WORLDSymposium™ Abstract Submission Information and Guidelines

## Website Submission Requirements

### Browser Requirements:

For Windows users, we recommend [Google Chrome 33](#) or higher,  
For Macintosh users, we recommend [Safari 5.0](#) or higher

### Other Supported Browsers:

[Mozilla Firefox](#), we recommend 16 or higher  
[Internet Explorer 8.0](#) or higher

Please note that you must also have JavaScript enabled in your browser preferences in order for the system to function properly.

**Technical Helpdesk:** If you have any difficulty with the submission process that you cannot resolve yourself, please call or email OASIS Technical Support. The email address and phone number are available from anywhere on the site by scrolling to the bottom of each page.

### TECHNICAL SUPPORT:

217-398-1792 (Monday through Friday 9:00 am-5:00 pm Central Time)  
or [OASIS Helpdesk](#)

## Login Instructions

To create a new login click on the link "Create new account" located within the "Sign in" section. Enter the information required. **NOTE** the information entered here will be used as the FIRST author on the submitted abstract. The first author listed is the person who will present the abstract. **NO EXCEPTIONS.**

If you already have a login from WORLDSymposium™ 2020, please use the same login and password. If you have completed a submission in the past and do not remember your login information, please select the "Forgot your password?" link and enter your email address used during your last visit.

## Site Navigation Instructions

Click **SAVE AND CONTINUE** at the bottom of each the page to save your work and move to the next step. Return to a previous step by using the menu on the left side of your screen. Do **NOT** use the back arrow of your browser.

\* = required

## Abstract Instructions and Requirements

Once you have logged in, click on the “+ New” link.

### Title Page

#### **GDPR Affirmation:**

Prior to submitting an abstract, the submitting author (first author) must have permission from all co-authors to provide their data to *WORLDSymposium* for the purpose of abstract submission and selection.

By submitting this abstract, I agree I have **permission from all co-authors** to provide their names, degree, institution, city, country, and email address, along with their financial disclosures for the purposes of considering this abstract for presentation at *WORLDSymposium* 2021. (For more information about *WORLDSymposium* Data Protection and Privacy Practices, please visit the Data Protection Policy page: <https://www.worldsymposia.org/general-data-protection-policy/> .)

#### **Title of Abstract**

Enter the title of the abstract in the space provided using the following requirements:

- Capitalize the first letter of the title and disease name.
- The title should be typed in bold text, if it isn't, the system will automatically format your title as bold.
- Do **not** use the "Enter" button in your title. This action will add hard returns, which are not allowed.
- Do **not** end the title with a period.
- After you enter the title, click the **SAVE AND CONTINUE** button to save your work.

Please click [here](#) for information regarding use of special characters.

#### **Example Title:**

**This is a properly formatted title for Fabry disease**

### Author Information

The First Author information will be pre-populated from the information provided in the login profile. However, you will need to select your degree from a drop-down box.

The author entered in this section **MUST** be the person who will present the abstract if selected for platform (oral) presentation.

You may change the order of the co-authors after you complete this step; however, first author cannot be changed.

#### **Important:**

- A submitting author may be first author on multiple abstracts - however they may **present only one platform (oral) presentation** at *WORLDSymposium*, and it must be the abstract selected by the review committee.
- All author names will be published.
- Do not type in all capital letters. Use upper and lower case letters.

- Spell out institution names instead of using acronyms. For example, type out the full name for organizations such as Centers for Disease Control and Prevention, National Institutes of Health, Walter Reed Army Institute of Research, etc.
- Do not use military post office abbreviations for the city and state fields (i.e. APO, AE; FPO, AA). Indicate your actual city and country location.
- **The author entered in this section MUST be the person who will present the abstract if selected for platform (oral) presentation.** Please make sure the information is correct.

You may provide an alternate email for the first author to ensure email communications are received. This is especially important if your institution filters or blocks outside emails.

### **Disclosure Instructions**

#### **POSTGRADUATE INSTITUTE FOR MEDICINE CONFLICT OF INTEREST REPORTING FORM FOR INSTRUCTORS, PLANNERS AND MANAGERS OF CME/CE ACTIVITIES**

Because continuing medical, pharmacy and nursing education (CME/CE) activities are conducted in the public interest, it is important to assure the public that education received by physicians and other health professionals through whom patient care decisions are made is conducted with the highest integrity, scientific objectivity and in the absence of bias. A conflict of interest (COI) exists when individuals have both a financial relationship with a commercial interest and the opportunity to affect the content of CME/CE about the product or services of that commercial interest. The Accreditation Council for Continuing Medical Education (ACCME), Accreditation Council for Pharmacy Education (ACPE) and the American Nurses Credentialing Center (ANCC) each hold the provider of continuing education responsible for collecting information from its instructors, planners and managers of CME/CE content and resolving those conflicts prior to the commencement of the CME/CE activity. The intent of the COI resolution process is to assure that provider, faculty and planner financial relationships with commercial interests and resultant loyalties do not supersede the public interest in the design and delivery of CME/CE activities for the profession.

**CRITERIA FOR DISCLOSURE OF CONFLICTS OF INTEREST** Instructors, planners and managers who affect the content of a CME/CE activity are required to disclose to Postgraduate Institute for Medicine (PIM) financial relationships or relationships to products or devices they or their spouse/life partner have with commercial interests related to the content of this CME/CE activity of any amount over the past 12 months ONLY. A *commercial interest* is defined by the ACCME, ACPE and ANCC as any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. Relationships with governmental agencies (e.g., the NIH) do not have to be disclosed. In addition, honoraria received from a CME/CE provider for serving as a CME/CE faculty member by you or your spouse/life partner, even though those funds may have been provided through an educational grant from a commercial interest, **DO NOT HAVE TO BE DISCLOSED.**

You must either choose “I have no conflicts to report” or you must add one or more Roles for Self or Spouse that apply to the 12 months immediately preceding this abstract submission.

   I have no real or apparent conflicts of interest to report.

Add conflicts by clicking on the “Add Company” under the category for yourself or spouse.

	Roles for Self	Roles for Spouse
Advisory Board	Add Company	Add Company
Consulting Fees	Add Company	Add Company
Contracted Research	Add Company	Add Company
Employee / Salary	Add Company	Add Company
Fees for Non-CME/CE Services Received Directly from a Commercial Interest or their Agents	Add Company	Add Company
Honoraria	Add Company	Add Company
Ownership Interest greater than 5% (stocks, stock options or other ownership interest excluding diversified mutual funds)	Add Company	Add Company
Ownership Interest less than 5% (stocks, stock options or other ownership interest excluding diversified mutual funds)	Add Company	Add Company
Receipt of Intellectual Property Rights/Patent Holder	Add Company	Add Company
Consulting Fees	Add Company	Add Company
Royalty	Add Company	Add Company
Speaker’s Bureau	Add Company	Add Company
Travel Expenses	Add Company	Add Company
Other (please describe what 'other' means, beside the company name)	Add Company	Add Company

\*\*If you select “Other” please be sure to describe what “other” means, in the “Add Company” text box, beside the company name.

Once this section is complete, click on **SAVE AND CONTINUE**.

### Author Confirmation Page

The First Author information will be pre-populated from the information provided in the login profile.

- The First Author **MUST** be the presenting author for the abstract.
- A submitting author may be first author on multiple abstracts - however they may present only one platform (oral) presentation at *WORLDSymposium*, and it must be the abstract selected by the review committee.
- Please check that author first and last names are not transposed, that middle initials are correct, and affiliation information is accurate and reads correctly.
- **NOTE: First Author Email address MUST be the first author’s email address. If this abstract is being submitted by someone else, on behalf of the authors, the email address MUST belong to the first author.**
- *WORLDSymposium* must be able to contact the first author directly for all communication regarding this abstract. This includes abstract submission confirmation, abstract acceptance, and platform or poster presentation instructions. Failure to provide the first author’s email address may result in forfeiture of abstract publication and presentation.
- There is an option for an alternative first author email address as a back-up email address. Please use a non-institutional email address, in case the institution’s email filters do not accept

emails from outside organizations such as WORLDSymposium. This will also be helpful if the first author changes institutions prior to the start of the congress in February.

Once the First Author information is correct, you may now add co-authors.

To add a co-author click on "**Add Author**". You will be required to enter co-author information similar to the first author information.

Click **SAVE AND CONTINUE** to review the co-author information. Repeat this process to add all co-authors.

To edit the order of the Co-Authors, click on "Change the Order the Co-Author(s) are listed" and update the order of the Co-Authors as appropriate. The Authors will be listed in the order you have selected in the Author Block.

Once all authors have been entered correctly, select **SAVE AND CONTINUE**.

### **Presentation Preference** (REQUIRED)

WORLDSymposium 2021 is currently planning for a live, in-person meeting in San Diego, California. In addition, for the safety and well-being of our speakers and participants, we are monitoring the guidelines and recommendations for COVID-19 as we determine the best way to move forward, which includes a new virtual option. For WORLDSymposium 2021, we are asking you to choose a presentation option for your abstract in preparation for a hybrid symposium with both live and virtual components.

Below are the presentation options for all abstracts submitted for WORLDSymposium 2021.

A **virtual presentation** will be a *live* streamed presentation via telecommunications or a pre-recorded video presentation (final determination regarding virtual presentation formats will be provided prior to the meeting).

A **Live (in-person) presentation** means you will attend WORLDSymposium 2021 in San Diego, California.

*(you may only choose one of the options below):*

I am submitting my abstract for consideration of:

- Live (in-person) oral presentation (with optional Poster/ePoster) ONLY
- Virtual oral presentation (with optional ePoster) ONLY
- Live (in-person) OR Virtual Oral presentation (with optional Poster/ePoster). (First choice is Live, however, I am available for Virtual, if needed.)
- Live Poster/ePoster ONLY
- Virtual ePoster ONLY

You may log back in and change your preference until October 1, 2020 at 11:59 PM Central Time.

Select **SAVE AND CONTINUE** to continue to the next page.

## Young Investigator Awards

WORLDSymposium is offering up to ten (10) Young Investigator Awards, open to all abstract categories.

Abstracts (from first authors) must be submitted by the October 1, 2020 deadline. All eligible applicants will be notified by November 15, 2020 of the status of their application for the award.

For more information and eligibility requirements, click here:

<https://worldsymposia.org/worldsymposium-program-events-lysosomal-disease/worldsymposium-scholarships-awards/young-investigator-award/>

Do you want to be considered for a Young Investigator Award?

**If you answer NO, you will SAVE AND CONTINUE to the next step.**

**If you answer YES, you will be asked the following questions:**

- Please select your current role (choose from a drop-down box)
- Additional details regarding Current Status of Education Pursuits and Current Work Situation: (100 Character Limit)

Select **SAVE AND CONTINUE**.

## Category Information

Select the category that best applies to your abstract from the list below.

**If the first author is employed by industry, you must submit for Contemporary Forum.**

**Choose Category (Required – choose only one):**

- NEW! COVID-19 Pandemic, SARS-CoV-2 virology, pathobiology, immunization, and treatment. How is the pandemic influencing current practice, patient care, active research, and how are clinicians and researchers responding?
- Emerging Trends - Patient Advocacy Abstracts
- Contemporary Forum: Industry-Authored Abstracts (Description - May include content from any of the other categories) **(Non-CME)**
- Basic Science (Description - Disease Mechanisms, Pathology, and Biomarkers (including Gene Therapy Basic Research))
- Translational Research: Clinical Trial Readiness (Description - Preclinical Trial Methods and Studies)
- Translational Research: Newborn Screening
- Translational Research: Gene Therapy Studies
- Clinical Trials for Registration (Description - requires an FDA Investigational New Drug (IND) application (Phase I-III Clinical Trial), an EMA Investigational Medicinal Product Dossier (IMPD) or equivalent)
- Clinical Trial Outcomes (Description - licensed therapies (Phase IV) and non-interventional studies)

Click **SAVE AND CONTINUE** at the bottom of the page to save your work and move to the next step.

### **Keyword Information**

Select up to five keywords or key phrases associated with your abstract. You must choose at least one keyword from a drop-down box. (Keywords are used as a reference list in the *Molecular Genetics and Metabolism* publication and in the Official WORLDSymposium Mobile App.)

Click **SAVE AND CONTINUE** at the bottom of the page to save your work and move to the next step.

### **Additional Statements**

Each author must agree to the following two (2) required statements which apply if this abstract is chosen for platform (oral) presentation:

At the beginning of each presentation, I agree to provide verbal and written disclosures to attendees (conflict of interest disclosure on slides is required) regarding actual, potential or perceived conflicts of interest, and include the nature of the relationship as stated above. If I do not have any identified conflicts of interest, then the learner(s) will be informed that no conflict of interest exists.

I agree to use generic names (i.e., non-branded names) in my presentation as much as possible. Specific products or commercial entities will neither be promoted nor disparaged. The content of my educational presentation will not contain advertisements for a specific product, company, and/or service. My presentation will be free of branded slides and commercial logos.

Please use the Dropdown Box to select “Yes”. If you cannot agree to both statements, you will be unable to submit the abstract.

Once both statements are agreed to, **SAVE AND CONTINUE** to next step.

### **Abstract Text Information**

There are two methods for entering your abstract:

- To type or copy/paste your abstract into the space below, choose **ENTER/EDIT ABSTRACT TEXT**.
- To upload a file containing your abstract text (do not include title or author information), select **UPLOAD A FILE CONTAINING YOUR ABSTRACT**.

### **Additional Requirements**

- All abstracts must be in English.
- Images, graphs, tables, etc. will not be accepted in the abstract text. Such items are encouraged at the time of poster presentation or platform (oral) presentation (if selected).

- Images, graphs, tables will not be published in the MGM Journal.
- Abstracts are limited to 300 words. There is no minimum length requirement. Abstracts over 300 words will need to be edited down to the 300 word limit.
- **Do not include title or author information in the body of your abstract.**
- Submit your abstract as one paragraph. Do not break your abstract into multiple paragraphs. DO NOT use embedded headings within your abstract such as Introduction, Methods, Results, etc.
- *WORLDSymposium* encourages the submitter may include funding acknowledgement and brief references at the end of the abstract, if space permits.
- You may copy and paste text from another document. However, formatting (i.e. bold, italics) may be lost. Use the buttons provided for special formatting.
- To include special characters, compose the abstract off line and then copy and paste the abstract text in the space below.

### Apple Macintosh Users

In order to preserve formatting and scientific characters, select the option that reads **UPLOAD A FILE CONTAINING YOUR ABSTRACT.**

### Enter Abstract Text Information

Click on [Enter Abstract Text](#)

- Please enter your abstract text. **Do not include title or authors in this text.** You may also copy and paste your abstract text from your own file into the box below, instead of typing it in.
- Submit your abstract as one paragraph. Do not break your abstract into multiple paragraphs. DO NOT use embedded headings within your abstract such as Introduction, Methods, Results, etc.
- Use generic names instead of product brand names.
- If you need to include special characters, [click here](#).

After you enter the text of your abstract, click the **SAVE AND CONTINUE** button to save your work.

### Abstract Upload Instructions

Click on [Upload a File Containing Your Abstract](#)

- Supported formats include Microsoft Word or Corel WordPerfect only.
- Uploading a new file will overwrite any previous text you may have submitted for this abstract.
- Enter the full path name of your file (e.g., C:\MyFiles\MyFile.doc) or use the **BROWSE** button to locate the file.

Click on "Choose File" then upload your document. You will have an opportunity to preview the abstract and then **SAVE And CONTINUE** to move to the next step.

### Abstract Submission Confirmation

After your submission is complete, you will receive a confirmation page. Please read this page carefully as you will NOT be sent an email unless you click the link to have a confirmation email sent to you.



## Confirmation Email

Scroll to the bottom of this page to print and/or email a copy of your submission confirmation. Send a copy to co- Author (s) by entering their email address separated by commas. The email will include your login and password information to allow your co-author(s) to view the submission.

**You must click on the link below to send your submission confirmation email.**



Click Here for a Print-Friendly Version of Your Submission



Click here if you would like to have a confirmation of your submission emailed to you

## Review Work Complete Instructions



**Congratulations! Your submission is COMPLETE**

No further action is required. To edit any of your work, click on the desired step on the left side of this page.

If you edit your work and remove any required information, this abstract may no longer be complete. After making edits, return to this page by clicking REVIEW MY WORK to confirm your submission is complete.

**To send a copy of your submission to yourself or a colleague, scroll to the bottom of this page and click the link that reads CLICK HERE IF YOU WOULD LIKE TO HAVE A CONFIRMATION OF YOUR SUBMISSION EMAILED TO YOU.**

**For a printer-friendly version with complete details of your submission, scroll to the bottom of this page and click the link that reads CLICK HERE FOR A PRINT-FRIENDLY VERSION OF YOUR SUBMISSION.**

## Review Work Incomplete Instructions



**Your submission is INCOMPLETE**

### **Important:**

**If you change your mind, and do not want your abstract submitted for review by the Program Committee, you must delete your submission by clicking REVIEW MY WORK in the menu on the left side of the screen. Then scroll to the bottom of the page and click DELETE THIS SUBMISSION. There is no option to WITHDRAW an abstract after October 1, 2019, you MUST delete the abstract before the deadline.**

## Final Information

You may edit your abstract submission on this site through October 1, 2020, 11:59PM Central Time.

To delete this submission, scroll to the bottom of this page and click DELETE THIS SUBMISSION.