

ABSTRACT SUBMISSION PREPARATION CHECKLIST

Complete this checklist before starting a new abstract submission. Preparing this information in advance will make the submission process faster and help prevent common submission issues.

STEP 1: Before You Start

- Submitter** The submitting author has finalized their financial disclosure in the *WORLDSymposium* Portal.
- Co-authors** Every co-author has finalized their financial disclosure.
 Every co-author has reviewed and updated their *WORLDSymposium* Portal profile.
 The email address used by each co-author to complete their financial disclosure has been confirmed.
 The correct author order has been determined.
 The presenting author (first author) has been identified.
- Important** We strongly recommend that every author complete their financial disclosure and review their *WORLDSymposium* Portal profile before the abstract submission is started. This helps prevent duplicate author profiles and disclosure-linking issues.

STEP 2: Prepare Your Abstract

- Title** Written in sentence case.
 No period at the end of the title.
- Abstract** Written in English.
 Contains 10 to 300 words.
 Written as one continuous paragraph.
 Includes only the abstract body. *Do not include the title or author information.*
 Does **not** include images, graphs, or tables.
 Uses generic names instead of product brand names.
- Keywords** Select one to five keywords or key phrases.
- Category** *Select One:*
 Basic Science
 Translational Research
 Clinical Applications

STEP 3: Author Information

For every author, confirm:

- First and last name
 Primary institution only
Institution Tip: *Enter only the primary institution.*
Do not include department, division, laboratory, program, or center names.
Correct: Mayo Clinic
Incorrect: Department of Neurology, Mayo Clinic
- City, State, Country
 Email address used to complete the financial disclosure

STEP 4: Presentation Selection

Select One Platform Presentation (with optional poster presentation)

Poster Presentation Only

If selecting Platform Presentation:

Rapid Fire Decide whether the abstract should also be considered for the Rapid-Fire Competition.

STEP 5: Young Investigator Award *(if applicable)*

Current role

Additional education or employment information

STEP 6: Before You Submit

Every author displays **Current** on the **Disclosure Submission Verification** page.

Author names and order have been verified.

The first author is the presenting author.

The title, category, keywords, author information, and abstract have been reviewed for accuracy.

Final Submission Reminder

Review the abstract carefully before submitting.

After the abstract submission deadline of **October 1, 2026, at 17:00 CDT:**

▶ Abstracts are considered final.

▶ Abstracts cannot be edited.

▶ Abstracts cannot be withdrawn.

▶ Authors cannot be added or removed.

▶ The abstract title, author list, and abstract text cannot be changed.

No exceptions.

Helpful Tips

▶ Search for existing author profiles before creating a new author profile.

▶ Always use the same email address that was used to complete the financial disclosure.

▶ If an author's disclosure has just been completed, allow up to one hour for the status to update during periods of high system activity.

▶ Do not wait until the submission deadline to complete financial disclosures.

Questions?

Abstract Submission Questions

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Monday through Friday, 08:00 to 17:00 CDT