Poster Abstract Submission Instructions

The following submission guidelines apply to general meeting attendees. For a downloadable PDF of these guidelines, please click here. If you are an invited speaker giving a full talk, please instead refer to the Speaker Abstract Submission Guidelines.

If you are a student or postdoctoral fellow and wish to be considered for a scholarship, visit the Scholarships page.

Poster sessions are an essential part of Keystone symposia conferences that encourage interaction and the exchange of ideas among meeting participants. Selections are made by organizer review and are based solely on quality. The scientific organizers may also select some abstracts for a short oral presentation during a plenary session or workshop. For tips on composing high-quality abstracts, please see our links under “Resources” below.

Read First

- Abstracts must be submitted online. If you have attended a previous Keystone Symposia meeting, you already have an account. Visit our login page to access your existing account or to set up a new account.
- Submitting an abstract does not constitute or guarantee registration.
- Only one abstract is allowed per meeting per submitting author and the primary author on the abstract needs to match the account where the abstract is uploaded.
- Abstracts are published by Keystone Symposia in a non-accredited journal (the “abstract book”) that is given to all conference attendees. After the conference, copies of the abstract book may occasionally be provided by Keystone Symposia to other interested persons on request, and are made available for purchase.
- Abstract content and editing are the responsibility of the submitting author. Abstracts will be published as received. Please review your submitted abstract through your account portal by the discounted registration deadline noted on the specific meeting webpage to ensure accuracy (co-authors, funding recognition, etc.) before the abstract book goes to print.
- Submission of the abstract signifies consent to publication of the abstract in the abstract book, inclusion on our mobile app, distribution of the abstract book containing your abstract to conference attendees and, on occasion, to other interested persons, and sale of the abstract book. Submission of the abstract also signifies consent to the Keystone Symposia Terms of Use, which are set forth in this website.
- The submitting author must be able to attest to this ethics statement.
- Poster space is limited; submit your abstract early.

Format

- **Character count:** 2200 characters, including spaces for optimal readability in the abstract book. The title, author and institution information will be counted in the character count. You will be asked to resubmit your abstract if it exceeds this count.
- **Font:** Arial - Spell out Greek letters or use the Symbol font to ensure accurate printing of your abstract.
- **Must** be saved in Rich Text File format (RTF).
- **Documents should not contain:**
  - Text boxes, comments or revision notes.
  - Email addresses and phone numbers. These will be listed in the participant list in the meeting abstract book. You may also include necessary contact information on your printed poster for display.
- Abstract will be printed in black.
- We cannot guarantee images embedded in your abstract will print correctly
- **Important:** See diagram below for further formatting instructions.

Submit

- Abstracts must be submitted online and you must have an account to submit. Login to submit your abstract.
- Visit the Meeting List and choose the meeting for which you will be submitting your abstract.
- Click “Submit and Abstract” below the posted deadlines on the specific meeting webpage.
- Abstract submission is not complete until payment is received (see “Payment” below).
- For assistance with abstract submission, e-mail info@keystonesymposia.org.

Note that when you submit your abstract, you will have the option of making it viewable by registered attendees on a secure section of our website 30 days before the meeting and on our mobile app. We strongly encourage this but respect your possible need to make it viewable a week before the meeting begins.

Payment

- There is a 100 USD fee for abstract submission.*
- There will be a 50 USD discount if you submit and pay for the abstract by the discounted abstract deadline.
• Only abstract fees paid before the discounted abstract deadline will be eligible for refund in case of withdrawal.

  * 50 USD will be applied to your registration fee

**Display Poster**

• Maximum size is 1 meter by 1 meter (3.3 ft. x 3.3 ft.)
• Oversized Posters cannot be accommodated.
• Laminate your poster if possible for greater durability – or consider printing on cloth!
• If at all possible, bring your poster with you rather than shipping it to the venue to avoid shipping delays and handling fees that some properties charge. If you do ship to the venue, please address your poster to yourself as a guest of your lodging facility (handling fees vary by facility).
• Please contact us at info@keystonesymposia.org or +1 970-262-1230 for further assistance.

**Poster Abstract Formatting Example**

![Poster Abstract Formatting Example](image)

**Resources**

• For tips on writing a high-quality abstract, please read [this article](#) by our Chief Scientific Officer, Dr. David Woodland.
• **Character count** can be calculated through the word count tool in word processing software (such as Microsoft Word).
Character Count is part of the word count tool in word processing software.

Be sure to check the "(with spaces)" count to make sure it is 2200 or less.