SAAS 11th Annual Meeting Joint Meeting Abstract Submission and Acceptance of Presentation Policy

- **Submission Guidelines**
  - SAAS does allow the presentation of work that has been presented at other meetings but not work that has been published or under consideration for publication at the time of submission.
  - Authors may submit multiple abstracts, but each presenting author will be limited to **two** abstract for presentation.
  - Submission to the official publication of SAAS is recommended for SAAS abstracts, but is not required. Submission to the official publication of is recommended, but is not required.

- **Response to Abstract Decision:**
  - Presenting authors will be notified of the status of their abstract by the Program Committee per the predetermined timeline.
  - Presenting authors for abstracts that have been accepted for either Quickshot or Plenary oral presentations will have 2 weeks from the time of notification to Accept or Decline the invitation to present at the annual meeting.
  - Presenting authors who have not communicated with the Program Committee by this 2-week deadline, will be given one further reminder via their corresponding email address and will have 1 additional week to respond. The associated senior author will be copied on this email correspondence.
  - After this 3-week period, any abstracts that have been offered acceptance by the Program Committee whose presenting authors and/or senior authors have not responded will be removed from the Scientific Program.
  - The correspondence with the authors will include contact information for the Program Chair(s). While a definitive Accept or Decline response is ideal, authors who require additional time to answer and who communicate with the Program Chairs sufficient information to guide the Program development will be given special consideration.
  - Presenting authors for abstracts that have been removed from the Scientific Program due to failure to communicate will be excluded from submission to the next 2 SAAS joint annual meetings.

- **Registration Requirements for Authors who have accepted an invitation to present at the SAAS 11th Annual Meeting:**
  - Presenting authors that have accepted the invitation to present at the annual meeting are required to register for the meeting by the Early Bird Registration Deadline.
  - Presenting authors who have accepted the invitation to present who have not registered by the Early Bird Registration Deadline will be given one further reminder via their corresponding email address and will have 1 additional week to register for the annual meeting. The associated senior author will be copied on this email correspondence.
  - Abstracts from presenting authors who have not registered by this required timeline will be removed from the Scientific Program.

- The correspondence with the authors will include contact information for the Program Chair(s). While confirmed conference registration is ideal, authors who require additional time to register and who communicate with the Program Chairs sufficient information to guide the Program development will be given special consideration.
- Presenting authors for abstracts that have been removed from the Scientific Program due to failure due to follow the Registration Requirements will be excluded from submission to the next 2 SAAS annual meetings.

- **Changes to the identified presenting author are allowed as long as the communication follows the above timeline.**