Preparation of Abstracts for Poster Presentations
2017 Annual Conference of the International Embryo Transfer Society (IETS)
January 14-17, 2017
Austin, Texas

General Information: Free communication will be presented as posters, abstracts of which will be published in the January 2017 issue of *Reproduction, Fertility and Development*. The first author or a representative is required to present an expanded report of the data in poster format at the Annual Conference. Students may enter their abstract in a competition sponsored by the IETS Foundation and also are eligible to compete for travel awards. Details on eligibility, judging procedures, and prizes are available on the IETS website.

Abstract Requirements: Abstracts must be in English and prepared strictly according to the instructions for submission. The language should be concise and avoid jargon. Abbreviations must be defined and should be used sparingly. Abstracts should consist of unpublished, original data that contains objectives, experimental methods (including statistical methods), results, and conclusions. The Program Chairman and two other referees will subject each abstract to rigorous scientific review. Rejection by the Program Chairman is final. If withdrawal of an abstract becomes necessary, notify the Program Chairman by September 7, 2016.

Submission Restrictions: Due to space restrictions, submissions are limited. An individual may not be first author of more than one abstract. Space limitations allow a maximum of 3250 keystrokes (including characters, spaces, and punctuation). Begin count at the title and end count with the last word. Abstracts that are too long will be rejected automatically by the system.

If your abstract includes a table, the keystroke totals will include the table. You may cut and paste the table from Word like the rest of the abstract. If you want to build the table in the abstract system, there is a table builder at the top of the abstract body entry box in the same row as the bold and italics buttons. There is not a limit in the table, however, characters in the table will count toward the overall character limit.

Submission Deadlines: Abstracts must be submitted via the meeting web site only. No fax or email copies will be accepted. The firm deadline for receipt of the abstract via the web site is **July 13, 2016 by 11:59 PM Central Daylight Saving Time**. Abstracts received after this date will be rejected.

Author Agreements: By submitting an abstract, the author verifies (1) that the information in the submitted manuscript has never been published and is the work of the named authors, who all agree to be listed as co-authors, and (2) that the first author or a representative will present an expanded report of the data in poster form at the annual conference. Failure to present a poster after your abstract has been published in the conference proceedings can result in rejection of abstracts submitted by your laboratory in future years. Authors need to be aware of patent considerations and copyright considerations before submitting an abstract for publication.

All questions and correspondence should be directed to:
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Champaign, IL 61820 USA
Phone: (217) 398-4697, FAX: (217) 398-4119
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Submission Procedures

Option I: Electronic Submission
Abstracts may be submitted electronically at

http://www.iets.org/2017

Instructions for submitting the abstract are available on the web site. The firm deadline for receipt of the abstract via the web site is **July 13, 2016 by Midnight CST**. Abstracts received after this date will be rejected. After the deadline, it will not be possible to submit abstracts using the web site. When you submit your abstract, you will be given a tracking number and a password. **It is very important to keep a record of these, so please print the page with this information on it and keep it for your records.** You may revise submitted abstracts any time before the deadline, but you can only access your abstract using the password and tracking code. **IETS Headquarters will not have access to your tracking number and password if you lose them.**

Be sure to mark your 1st and 2nd section preferences on the Submission Form.

**If you are a student and want to be entered in the Student Competition, you MUST mark Student Competition for your first section preference. Be sure to follow the instructions and fill out the appropriate application form that is located on the IETS website and submit the form by the deadline. The student must be the first author and may submit only 1 abstract for the competition.**

Final selection of a section is left to the discretion of the Program Chairman. Section preferences:

- Student Competition**
- Artificial Insemination
- Cloning/Nuclear Transfer
- Cryopreservation/Cryobiology
- Developmental Biology
- Early Pregnancy
- Embryo Culture
- Embryo Manipulation
- Embryo Transfer
- Epidemiology/Diseases
- Exotic Species
- Folliculogenesis/Oogenesis
- Gene Expression
- IVF/IVP
- Male Physiology
- Oocyte Activation
- Oocyte Maturation
- Sexing
- Sperm Injection
- Stem Cells
- Superovulation
- Transgenesis
- Undergraduate Poster Competition**

**This is for all those students in the Foundation Student Competition. A second preference MUST be chosen and the proper application forms submitted.**

**Important Note:** If your abstract includes a table, please use the abstract system to submit it electronically. In addition to submitting the table electronically, you **MUST fax (217) 398-4119** a copy of the abstract to IETS Headquarters so that we can verify the table layout. Please provide the author name, program section, and the tracking number on the printed copy of the abstract.
The use of figures and charts in abstracts is strongly discouraged. There is no electronic way to submit a figure. If your abstract must include a figure, in addition to submitting the abstract electronically, you must send one printed copy and a disk containing the figure to IETS Headquarters to be received no later than July 13, 2016. The figure should be saved as an EPS file. Provide the name and version of the origination software, the operating system, the name of the first author, the file name(s), program section, and the abstract tracking number on the diskette label and the author name, program section, and the tracking number on the printed copy of the abstract.

Please contact the IETS headquarters office if you have any questions.