Abstract Guidelines & Instructions

2021 International TSC & LAM Research Conference

October 28–30, 2021

Co-hosted and organized by the TSC Alliance and The LAM Foundation, in cooperation with Tuberous Sclerosis Association (UK)

Abstract Submission Overview

The conference Steering Committee members plan to post all accepted abstracts to HRA Open. This will assign each a DOI for ease of reference and will be made publicly available. We invite you to submit an abstract for consideration for the following opportunities. Authors may request an abstract be considered only for a talk, only for a poster, or for both opportunities. If an author asks to be considered for both, the Steering Committee will first consider the abstract for a talk and then assign it as a poster if not selected as a talk.

All attendees

- 10-minute talk during the main meeting (October 28-30)
- Poster (4-5 pm ET on either October 28 or October 29 – there will be two poster sessions)

Early career researchers only

- 10-minute talk during the Early-Stage Investigator Symposium (afternoon of October 30)

The deadline for submission is 11:59 pm Eastern Time (US/Canada) on Wednesday, September 1, 2021.
Eligible Topics
Reports on data from all aspects of basic, clinical, and translational research on TSC, LAM, or related disorders are invited.

Evaluation Process

Main meeting talks and posters
The Steering Committee anticipates accepting 9 abstracts for talks during the main meeting. All remaining abstracts will be considered for poster presentations unless a submitter chooses in Proposal Central to be considered only for a talk. All poster abstracts will be accepted except in very unusual and unexpected circumstances, for example if the abstract lacks relevance to TSC and LAM research, if we receive more poster abstracts than can be accommodated (very unlikely), or if the material is unduly promotional (e.g., advertising). Research abstracts from industry are welcome and encouraged. Decisions on whether to accept an abstract and how to group talks and posters lie solely with the Steering Committee.

Early Career Researcher Symposium talks
Abstracts submitted by early career researchers not selected for talks during the main meeting will be forwarded to the Early Career Researcher Symposium co-chairs, who will select a limited number for talks. Decisions on whether to accept the abstract and how to group talks lie solely with those co-chairs.

Abstract Submission Process
Abstracts must be submitted online through Proposal Central. If you are submitting an abstract and have not used Proposal Central previously, you will need to register and select your primary institution. If your primary institution does not appear in Proposal Central’s database, please contact their customer service.

Please note that for the purpose of this abstract submission process, all references in Proposal Central to the “applicant” or “principal investigator” refer to the individual submitting the abstract (“submitter”).

Step 1: Title Page
In the first page of the application, submitters will be asked to select from among the following categories the topic area relevant to TSC and/or LAM that best fits their abstract:

- Basic biology
- Disease mechanisms and preclinical drug studies
- Clinical trials and non-interventional clinical studies
- Biomarkers or preclinical model development
- Genetics
- Burden of disease and engaging those affected to impact research
- Other
Submitters must also specify whether they wish for their abstract to be considered for one or more of the following: (select one choice)

1. 10-minute talk during the main meeting (October 28-30)
2. Poster presentation during the main meeting reception (4-5 pm ET on either October 28 or October 29 – there will be two poster sessions)
3. Both Talk and Poster

Submitters may also indicate that they are an Early Career Researcher (as defined by the NIH) and are interested in having their abstract considered for a 10-minute talk during the ECR Symposium.

1. **EARLY CAREER RESEARCHERS ONLY**: 10-minute talk during the Early Career Researcher (ECR) Symposium (between 2-4 pm ET on October 30) – *please note, if your abstract is selected for a talk during the main conference, it will not be selected for the ECR Symposium as well.*

**Step 2: Submitter & Authors**

The submitter must provide the required contact information.

In Question 3 on this page, the submitter must list all authors in a text box on the Proposal Central site in **exactly the order and format the author wishes them to appear** in the printed abstract, e.g.: Brad Pitt, Jacob B. Gyllenhaal, and Zoë Fuchs. **The individual who intends to be the presenting author (i.e., giving the talk or presenting the poster) must be the first author listed.**

In the next text box, the submitter must list all institutions and, if more than one institution, list the initials of authors affiliated with each institution, e.g.: TSC Alliance (BP); National Tuberous Sclerosis Association (JBG, ZF). **It is very important to follow these instructions exactly, as the author names and abstracts will be copied over to the conference program materials.**

**Step 3: Enable Other Users (not required)**

In this section, the submitter may allow other Proposal Central users to access the proposal. This is not required.

**Step 4: Institution**

Submitters must confirm their institution or change it if not correct.

**Step 5: Presenter Demographic Data (optional)**

We are requesting demographic data from the individual who intends to give the talk or present the poster. This information is optional but is vital to track the TSC Alliance’s progress toward improving the equity, diversity, and inclusion of our research programs. The information will not be disclosed or disseminated to anyone outside the Conference Steering Committee. The information will not be used to decide whether or not to accept an abstract.
Step 6: Abstract

Abstracts may be typed directly into the text box on Proposal Central or cut and pasted into the text box. Unusual characters may not cut and paste appropriately, so please check your text for any Greek or other non-standard characters to see if they transferred correctly. One option is to spell out Greek letters, such as “alpha” instead of α. Abstracts are limited to 2,500 characters, inclusive of spaces. Do not include the list of authors’ names and institutions in the abstract box.

After validating that all required information has been entered, submitters will have an opportunity to print a copy of the abstract, which Proposal Central calls a “signature page.” However, no signature or PDF is required by the Steering Committee. This is simply an option for the submitter to save a local record of the submission.

The abstract is not submitted until the “Submit” button is clicked on the submit page. Prior to submission, data can be saved and resumed at any point. We recommend that you verify the status of your application has changed to Submitted. For best results, you should logout and close all Proposal Central browser windows/tabs. Log-in again and click the “Submitted” tab under “Manage Proposals.” Your abstract should be listed with the status of “Submitted” along with the date and time of the submission.

2021 International TSC & LAM Research Conference Steering Committee

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Early-Stage Investigator Symposium Co-Chairs
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