**Abstract and Poster Presentation Guidelines**

**2025 Annual O’Neal Research Retreat – October 10, 2025**

**ABSTRACT SUBMISSION**

**The basics:**

* We will use the InfoReady portal for abstract submissions:
	+ [TBD]
* Your PI will have to approve or return your abstract to you for changes within three days after you finish the data entry. However, **it must be approved by 8:00 AM on August 11th.** If you are asked to make changes, **you must resubmit** **by 8:00 AM on August 11th**. You are advised to have your data entry done early, allowing time for your PI to review and for you to make any necessary changes before the deadline. This review will happen automatically within the InfoReady system, and the clock starts as soon as you submit.
* Only one abstract is allowed per presenting author (the presenting author may be a co-author on other abstracts).
* You indicate if you want to be selected for a talk or not when you submit. Speakers may not present the same project more than once. Be sure you only select “Yes” if you have not been selected before.
* Everyone submitting an abstract will have space to present their poster at one of the two poster sessions at the retreat. If you are selected for a talk, you will have the option to present a poster as well. Note, only posters will be judged, so if a speaker chooses not to present a poster, they are not in the competition for any prizes.
* All posters presented by the first author, live at the retreat, will be judged and considered for prizes in their respective categories (talks are not judged). More details below.

**Technical details:**

* The poster title should be 200 characters or less
* The abstract should contain a brief description of the research to be presented and is limited to 1700 characters.
* Please also upload a PDF of your abstract so special characters are not corrupted/lost. This document is for verification only; it will not be used unless there is a special character question.
* Please include all authors and their affiliations when submitting your abstract. The first author is the presenting author.
* You will need to register to attend separately here:
	+ <https://uab.co1.qualtrics.com/jfe/form/SV_82DNhpVxbmGA1Lw>

**POSTER DISPLAYS**

* **You are responsible for printing and bringing your poster.**
* Poster dimensions will be *strictly enforced*. **The maximum allowed size is 48”x 48.”**
* A poster that exceeds these measurements cannot be accommodated. Your poster may not overlap neighboring posters; you will be required to fold or trim your poster if it is larger than 48”x 48”.
* Your poster title must match the title of the abstract.

**POSTER SETUP**

* All those who submit abstracts will be expected to present their posters at the retreat (unless you are a speaker who has opted out).
* Once you check in at the Registration Desk, you will be given a number that corresponds to a number displayed in the upper corner of a poster board.
* **Your poster must be on display by 8:00 AM.** You may begin to set up as early as 7:30 AM.
* As a poster presenter, you must be at the retreat and present your poster during your assigned poster session to be judged (time slots will be in the agenda and emailed to you before the retreat).

**POSTER COMPETITION**

* Two judges will visit your poster during the competition and evaluate your poster and presentation on:
* Scientific merit
* Presentation of poster – (you must be at the poster session)
* Your contribution to the project
* Winners will be announced at the awards ceremony in the afternoon.
* Please plan to stay for a professional photo at the end of the awards ceremony if you are a winner.
* There will be multiple awards per category. Details will be determined based on the number of submissions and will be on the website before the retreat.
* All posters, presented by the first author live at the retreat, will be judged and considered for prizes in their respective categories (talks will not be judged). Presenters will be grouped by career stage for judging. However, there are two topical awards which are their own categories. When you upload your abstract, you will be asked to indicate if you want to be considered for either of these awards. All applicants indicating they want to be considered for one of these will be judged in that category only.
	+ The Seng-jaw Soong Award is awarded for excellence in Biostatistics and Bioinformatics Research.
	+ The Chaudhuri Award is awarded for excellence in Women’s Cancer Research.

If you have any questions regarding the research retreat or poster guidelines, contact Dr. Amber O’Connor (aoconnor@uab.edu) or Dr. Susan Ruppert (sruppert@uab.edu).

We look forward to having your poster at the retreat. Thank you in advance for following these guidelines!