

# 2020 American Academy of Allergy, Asthma & Immunology Late Breaking Abstract Policies and Procedures

Late Breaking Abstracts Submission Site Opens: Monday, October 28, 2019  
Submission Deadline: Monday, November 11, 2019, 11:59pm Central Time

*Please read carefully*

## AAAAI Late Breaking Abstract Submission Policies and Procedures

**All authors must follow the policies and procedures set forth by the American Academy of Allergy, Asthma & Immunology (AAAAI) in order for their late breaking abstract to be reviewed and considered for acceptance for presentation at the 2020 AAAAI Annual Meeting.**

### 1.0 Late Breaking Abstract Submission

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#### 1.1) Submission and Preparation Policies.

- All Late Breaking Abstracts must be submitted via the AAAAI online abstract submission site: [www.annualmeeting.aaaai.org](http://www.annualmeeting.aaaai.org).
- Late breaking abstracts **MUST** be of high quality, represent an important research advance and present information that was not available at the time of regular abstract submission.
- These abstracts must present information that is significant to clinical, translational or basic science, novel, uses appropriate study design, analytical methods and statistical methods and is clearly and logically written.
- Submitters will be required to explain why their abstract is important and late breaking.
- Abstracts submitted only because they missed the initial deadline for regular abstracts **will not** be considered.
- Late Breaking Abstracts are competitively reviewed.

#### 1.2) Submission Deadline.

Please review the content of your abstract for accuracy. It is the responsibility of the primary author to ensure accuracy of content.

Late breaking abstracts must be received by Monday, November 11, 2019, 11:59pm Central Time, in their final form, including the author listing. Absolutely no abstracts or abstract changes, including author additions, name revisions or a revised listing order will be accepted after the submission deadline.

#### 1.3) Previous Presentations of Abstracts.

All abstracts accepted for publication at the AAAAI Annual Meeting will be published in *The Journal of Allergy and Clinical Immunology (JACI)*. Only original, previously unpublished abstracts will be accepted.

The AAAAI uses plagiarism-detection software to identify previously published content. Abstracts previously accepted and published by other organizations/societies will not be accepted. If an abstract submitted to the AAAAI is accepted for programming and publication by another organization prior to its acceptance by the AAAAI, it is the author's responsibility to withdraw the abstract. Failure to do so may result in being eliminated from future abstract programming consideration.

If you intend to submit a manuscript to either *JACI* or *JACI: In Practice* based on an abstract submitted for the AAAAI Annual Meeting, please first review the journals' submission policies:

[The Journal of Allergy and Clinical Immunology – Information for Authors](https://www.jacionline.org/content/authorinfo)

[\(<https://www.jacionline.org/content/authorinfo>\)](https://www.jacionline.org/content/authorinfo)

[The Journal of Allergy and Clinical Immunology: In Practice – Information for Authors](https://www.jaci-inpractice.org/content/authorinfo)

[\(<https://www.jaci-inpractice.org/content/authorinfo>\)](https://www.jaci-inpractice.org/content/authorinfo)

#### **1.4) Late Breaking Abstract Authors.**

Late breaking abstracts may be submitted by fellows, members and non-members of the AAAAI.

#### **An individual may be the first/primary author of only one late breaking abstract at the 2020 AAAAI Annual Meeting**

Those individuals listed as first/primary on regular abstracts are allowed to submit a late breaking abstract.

Sponsorship or co-authorship of additional abstracts is permitted.

#### **1.5) Late Breaking Abstract Preparation.**

If accepted for presentation, the first/primary author is the individual who must present the late breaking abstract. Please be sure that contact information is accurate.

An individual may present only one late breaking abstract at the 2020 AAAAI Annual Meeting. A speaker who is invited to present at a plenary, symposium, Interest Section Forum, course, workshop or seminar does not lose the privilege of presenting a late breaking abstract, provided that an abstract is neither submitted nor required for the invited presentation and that each presentation is substantially and recognizably different from the other in concept and data.

#### **1.6) Duplicate Abstracts.**

Abstracts summarizing significantly different aspects and presenting significantly different conclusions using the same study population will be allowed, but multiple abstracts focusing on the same or modestly different aspects of the same study are prohibited.

#### **1.7) Funding.**

The source of funding of the research summarized in the late breaking abstract must be disclosed at the time of submission. Late breaking abstract submitters must provide this information in the appropriate section of the online submission form. Abstract submission should not be used as an opportunity to promote goods or services.

#### **1.8) Submission Fee.**

Each late breaking abstract submission must be accompanied by a \$50 processing fee. Payment must be made by credit card. Complete the credit card information on the online submission form. Late breaking

abstracts received without payment will not be considered for presentation at the 2020 AAAAI Annual Meeting. The fee is not refundable, even if the abstract is not accepted.

### **1.9) Late Breaking Abstract Withdrawals and Revisions.**

Withdrawals must be received in writing at the AAAAI executive office by November 22, 2019.

Please review your submission carefully to be sure all appropriate data and all authors are listed and in the correct order. Absolutely no new information or revisions to content, data or the author block will be accepted after the submission deadline of November 11, 2019 at 11:59pm Central Time.

**It is the responsibility of the submitting author to ensure accuracy of content, spelling and author block (including listing order). Abstracts are directly extracted from the submission database for publication. Accepted late breaking abstracts will be published in *The Journal of Allergy and Clinical Immunology (JACI)* exactly as submitted.**

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## **2.0 Organization of Late Breaking Abstract Body**

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### **2.1) The organization of the abstract should include the following specification:**

**A) Rationale:** A brief statement of purpose of the study and the hypothesis to be tested (preferably 1-2 sentences).

**B) Methods:** Summarize the predictors and outcomes analyzed, as well as the methods used. For abstracts reporting clinical research, a sentence or phrase presenting the most important selection criteria for subjects should be included.

**C) Results:** Provide a summary of the results including quantitative data, presented in sufficient detail with statistical analysis when possible to support the conclusions.

**D) Conclusions:** Summarize the impact and significance of the findings. It is not satisfactory to state, "The results will be discussed," or "other data will be presented," etc.

Be sure to use the words "Rationale, Methods, Results and Conclusions" in the body of your abstract to indicate the start of each new section. See the Sample Abstract example included in this document. Author information should not be included in the body of the abstract.

### **2.2) Abstract Length.**

The maximum length of a late breaking abstract submitted for presentation at the 2020 AAAAI Annual Meeting is 250 words. Use of the words "Rationale, Methods, Results and Conclusions" as described above will not count towards the 250 word total.

### **2.3) Tables and graphs are not permitted.**

### **2.4) Title.**

Capitalize only the first letter of each word of the title.

## 2.5) Abbreviations.

The use of standard abbreviations is desirable (i.e., rbc, kg, mg). A special or unusual abbreviation should be placed in parentheses after the first appearance of the full word for which it represents. Do not use periods after abbreviations or initials. Numerals rather than words should indicate numbers, except to begin sentences.

## 2.6) Drug Names.

Non-proprietary (generic) names are preferred and should be used in the title of the abstract. Generic drug names are not capitalized in the body of the abstract. If a proprietary drug name is used in the body of the abstract, the first letter is capitalized.

## 2.7) Format.

You may use your word processor's capabilities for bold, underline, italic, subscript and superscript, or use the tools provided when entering your abstract. Bold the words Rationale, Methods, Results and Conclusions used to separate one section of the abstract from another. Text that will be italic in published form (e.g., *genus*, *species*) may be formatted as italics.

## 2.8) Revisions.

You may come back to the site and edit your late breaking abstract until the submission deadline of November 12, 2018 at 11:59pm Central Time. After the submission deadline, no further revisions will be allowed.

## 2.9) Review.

Late breaking abstracts will be graded by several reviewers on the following criteria; Clinical or basic science significance, Methodology and as an Overall submission. Reviewers are also asked to flag abstracts that involve human subject's research or animals if the corresponding approvals are missing.

**If accepted for presentation, late breaking abstracts will appear in the *JACI* supplement exactly as submitted, including the author listing as entered by the submission deadline of November 11, 2019 at 11:59pm Central Time.**

## Sample Abstract

(1) **Bisphenol-A Exposure and Asthma In An Inner-City Birth Cohort**

(2) **K. M. Donohue<sup>1</sup>**, R. L. Miller<sup>2</sup>, M. S. Perzanowski<sup>2</sup>, A. C. Just<sup>2</sup>, L. A. Hoepner<sup>2</sup>, S. Arunajadai<sup>3</sup>, F. P. Perera<sup>2</sup>, R. M. Whyatt<sup>2</sup>; <sup>1</sup>Columbia Presbyterian Medical Center, New York, NY, <sup>2</sup>Department of Environmental Health Sciences, Mailman School of Public Health, Columbia University, New York, NY, <sup>3</sup>Department of Biostatistics, Mailman School of Public Health, New York, NY.

(3) **Rationale:** Bisphenol-A (BPA) is an endocrine disruptor widely used in food containers. Prenatal exposure to BPA has been associated with airway inflammation in a mouse model. We hypothesized that exposure to BPA would be associated with increased odds of asthma during childhood.

**Methods:** The Columbia Center for Children's Environmental Health recruited 322 pregnant women for a prospective birth cohort study. Spot urine samples were collected and total urinary BPA level was analyzed via mass spectrometry. Board-certified allergists conducted standardized exams and pulmonary function tests to determine current asthma status using pre-specified criteria. At the time of the exam, children were age 5 to 12 years. Logistic regression was used for analyses. Models controlled for gender, race/ethnicity, maternal asthma, exposure to pre- and post-natal environmental tobacco smoke, and urinary specific gravity.

**Results:** Urinary BPA levels at ages three and five years were associated with increased odds of asthma (n=280, OR 1.49, 95%CI (1.10 to 2.03), p = 0.009; n=322, OR 1.31, 95%CI (0.99 to 1.74), p = 0.05, respectively).

**Conclusions:** Exposure to BPA during childhood is associated with increased risk of asthma in a prospective, population-based birth cohort.

(1) = Title

(2) = Author Block; 1<sup>st</sup> Author is the primary/submitted author. It is assumed this is whose contact information is provided for notification

(3) = Abstract Body; 250 word count, not including author, abstract title, author block, and the words: *Rationale, Methods, Results and Conclusion*

## 3.0 Late Breaking Abstract Acceptance

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### 3.1) Notification of Programming.

If the late breaking abstract is accepted for presentation at the 2020 AAAAI Annual Meeting, the submitting author will be notified via email in December 2019.

Only the submitting author will be notified of abstract programming. Please make sure all contact information is accurate. Such notification will include: (1) Title of session for abstract presentation and (2) Date and time of session. Late breaking abstracts scheduled for presentation will be grouped by track, numbered and listed in the program, and published in the *JACI* abstract supplement.

**Under no circumstances will changes be made to this schedule.**

### 3.2) Disclosure Policy.

*Reviewed and Approved by the Board of Directors, November 6, 2010*

Pursuant to the Code of Ethics for the American Academy of Allergy, Asthma and Immunology (AAAAI) and the Standards for Commercial Support of Continuing Medical Education of the Accreditation Council for Continuing Medical Education, the AAAAI requires disclosure of financial and organizational relationships from the following types of individuals:

1. Leaders (officers, Board members, JACI editors, committee chairs/members, and staff);
2. Faculty for scientific meetings and conferences (planning committee members, moderators, and speakers);
3. Participants (at business/committee meetings or other member forums, including involvement in public discourse at scientific meetings and conferences); and
4. Authors of official AAAAI documents.

Disclosure by **Leaders** must be made in writing via the [Online Disclosure Management System](#). A completed form must be completed prior to the commencement of a Leader's term of office. Such disclosure must be updated whenever circumstances require or once per calendar year, whichever is sooner.

Disclosure by **Faculty** must be made in writing via the Online Disclosure Management System. A completed form must be completed prior to the beginning of the Faculty member's involvement in planning or, if a speaker or abstract presenter, before his/her presentation at an AAAAI-sponsored educational activity. Such disclosure must be updated whenever circumstances require or once per calendar year, whichever is sooner. Further, faculty must disclose to the AAAAI in advance any support they receive or plan to receive in the formulation and development of their presentation. Such support must be approved in advance by the AAAAI.

Faculty who are also speakers must also disclose verbally and visually at the beginning of each presentation. This should be done by the use of a slide or slides containing the information on the

disclosure form. Speakers are also required to disclose to participants discussion of investigational products or investigational uses of products included in their presentations.

Disclosure by **Participants** must be made verbally at the time a Participant begins speaking at each business/committee meeting or other member forum they attend. Participants are required to disclose their job title and employer, and any other interest of theirs that would be judged by a majority of their peers to be more than casual and/or likely to impact their ability to exercise independent judgment in addressing the issue being discussed.

Disclosure by **Authors** must be made in writing via the Online Disclosure Management System. A form must be completed prior to the author beginning work on an AAAAI position statement.

All competing relationships should be disclosed. This information will be reviewed to identify conflicts of interest and to guide the resolution of those conflicts. For Leaders, reviews will be completed by an appropriate AAAAI committee or executive body. For Faculty, reviews will be completed by the Continuing Medical Education Committee or the Annual Meeting Program Committee, depending on the activity in which the faculty member will potentially be involved. For Authors, reviews will be completed by the Practice Diagnostics and Therapeutics Committee.

Persons whose personal financial gain from Commercial Interests represents a significant portion of their total income may not be appropriate AAAAI leaders, faculty or authors. In general, a relationship is likely to be deemed inappropriate if it is beyond what a general AAAAI member or the general public would consider proper.

### **Commercial Interest**

A commercial interest is defined as any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. A medical practice is not considered to be a Commercial Interest

If the individual's employer fits the definition of **a commercial interest**, the individual should describe the scope of his or her work responsibilities (such as administration of specific programs or the topic of research activities). If the individual's employer receives remuneration from a commercial interest for the individual's activities, this relationship should also be disclosed. Failure to knowingly disclose potential conflicts is a violation of the AAAAI's Code of Ethics and such infringements will be dealt with as detailed in section III.B of the Code of Ethics.

### **Competing Relationships**

Examples of competing relationships include:

1. Financial relationship with a commercial interest (e.g. received salary, income, gifts, or other assets for performing clinical trials, speaking, and consulting/advising)
2. Financial relationship with any organization that provides commercial support to AAAAI-sponsored educational activities
3. Research (e.g. grants from NIH, Pharma-sponsored investigator initiated research or other sources of research support).
4. Legal consultation services or expert witness testimony.
5. Organizational affiliations, including both volunteer and paid positions held with organizations other than the AAAAI that may create or be perceived as a conflict of interest.

In all cases, an individual's disclosure will be reviewed in the context of the activity in which s/he will potentially be participating. If a conflict of interest is identified, the reviewers will be asked to identify an appropriate mechanism for resolving the conflict. This could potentially include asking the individual to alter the relationship which creates the conflict, or removing the individual from involvement in the activity. The results of each review will be communicated to the individual and the organization planning the activity to facilitate the resolution of the conflict. The individual will be expected to disclose to the appropriate audience any relationships that were found to be, or to present the potential for, conflicts of interest by the reviewer.

AAAAI members will be expected to update their disclosure information by April 30 of each year, based on the previous calendar year's activities, or when a substantive change in circumstances occurs that would require a revision in the information disclosed.

**Financial information obtained from this disclosure form is confidential and will only be used by the AAAAI for the purpose of determining potential conflicts and biases in their membership. In some situations the AAAAI will make public the names of its leaders, faculty, and authors and their relevant disclosure information (for example, disclosures in the annual meeting program). The AAAAI will not release any financial information in these situations unless required to by law.**

### **3.3) Submission Agreement.**

I agree to the following statements:

- I affirm that all research summarized by my abstract in which human subjects were used conformed to the principles of the Declaration of Helsinki of the World Medical Association (Clinical Research 196; 14: 103) and met all the requirements governing informed consent of the country in which the research was performed.
- I affirm that all research summarized by my abstract in which animal subjects were used conformed with the 1991 revision of "Guiding Principles in the Care and Use of Animals" (American Psychological Association, Bethesda, MD 20814 3991).
- I understand that if accepted, this abstract becomes the property of the American Academy of Allergy, Asthma and Immunology. Ownership of submitted abstract not accepted for presentation reverts to the authors. US Government Authors: If the Author(s) are or were officers or employees of the US Government at the time the Work was prepared and the Work was prepared as part of their official duties, the signing Author represents that the Work is not subject to US copyright protection.
- I affirm that the abstract submitted has not been and will not be published as an article on or before February 25, 2020.
- On behalf of all authors of this abstract, and to the best of my knowledge, I affirm that all information in this abstract is reported as accurately as possible.
- I understand that the AAAAI has a policy on the discussion of unlabeled uses of FDA-regulated products. This policy requires me to disclose to the audience at the time of presentation any references to such unlabeled uses. I agree to do so in any presentation resulting from the submission of this abstract.

- I understand that the AAAAI has an abstract submission policy that allows only one abstract per clinical study from one laboratory, institution, or group of investigators to be submitted. Abstracts summarizing significantly different aspects and presenting significantly different conclusions using the same study population are allowed, but multiple abstracts focusing on the same or slightly different aspects of the same study are prohibited.
- I affirm that this abstract has not been and will not be presented at the national meeting of another organization.
- I affirm that I have read and understood the Abstract Guidelines document.
- Conclusions using the same study population are allowed, but multiple abstracts focusing on the same or slightly different aspects of the same study are prohibited.
- I affirm that this abstract has not been and will not be presented at the national meeting of another organization.
- I affirm that I have read and understood the Abstract Guidelines document.