

# 2021 AABB ANNUAL MEETING ABSTRACT PREPARATION AND SUBMISSION GUIDELINES

This document will provide the information you need to prepare your abstract for submission to the 2021 AABB Annual Meeting.

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Advancing Transfusion and  
Cellular Therapies Worldwide

# CATEGORIES AND KEYWORDS

You will be asked to choose a primary category and up to five keywords. The primary category should reflect the overall topic of your abstract. Keywords should reflect other topics that are covered in your abstract submission.

## BIOETHERAPIES, CELLULAR THERAPIES AND IMMUNOTHERAPIES

Collections, Processing and Storage  
Cord blood (including cord tissue and perinatal cells)  
Hematopoietic Cell Therapy/Transplant  
Immunotherapies (includes CAR T cells)  
Nonhematopoietic Cell Therapy  
Process Improvement  
Product Development and Manufacturing  
Quality Control/Quality Assurance  
Regenerative Medicine  
Regulations  
Somatic Cell Therapy

## BLOOD BANK/BLOOD CENTER

Collections and Product Manufacturing  
Component Processing  
Donor Apheresis  
Donor Collections  
Donor Hemovigilance – Noninfectious Adverse Events  
Donor Hemovigilance- Transfusion transmitted Diseases  
Donor Recruitment and Retention  
Donor Testing

## CELL BIOLOGY, IMMUNOLOGY AND BIOCHEMISTRY

(Basic and Preclinical Research)  
Leukocytes (includes Experimental transplantation/immunotherapy)  
Platelets  
Red Cells

## DEVELOPING CURRICULUM

Competency Assessment Methods  
Curriculum Development, Implementation and Evaluation

Professional Development  
Proficiency Testing  
Training Methods for Employees, Students, Residents and Fellows

## IMMUNOHEMATOLOGY AND GENETIC TESTING

(red cells, leukocytes and platelets)  
Immunohematology (includes serology)  
Molecular Diagnostics and Testing

## HEMATOLOGY AND COAGULATION

Disorders  
Testing and Assay Development

## INFORMATION TECHNOLOGY AND INFORMATICS

Electronic Health/Medical Records  
Laboratory Information Systems

## INSTRUMENTATION

Instrumentation

## INVENTORIES

Inventory Distribution  
Inventory Management  
Inventory Storage

## LEADERSHIP

Marketing  
Operations  
Strategic Planning

## MANAGEMENT

Financial Management  
Laboratory Administration  
Personnel Management  
Practice Management  
Quality Management

## NEW INNOVATIONS, NEW TECHNIQUES AND NEW TECHNOLOGIES

New Innovations, New Techniques and New Technologies

## PATIENT BLOOD MANAGEMENT

Patient Blood Management

## PUBLIC HEALTH AND POLICY

Public Health and Policy

## QUALITY

Laboratory Safety  
Quality Assurance  
Quality Control  
Quality Management Systems  
Standards, Regulations and Accreditation

## THERAPEUTIC APHERESIS

Therapeutic Apheresis

## TISSUE BANKING AND MANAGEMENT

Tissue Banking and Management

## TRANSFUSION SERVICE

Evidence Based Medical Practices  
Patient Safety  
Patient Testing  
Pediatric Transfusion Clinical Medicine  
Perioperative and Anesthesia Transfusion Practices  
Recipient/Patient Hemovigilance – Noninfectious Adverse Events (Transfusion Reactions)  
Recipient/Patient Hemovigilance – Transfusion Transmitted Infectious Diseases  
Transfusion Medicine Clinical Practices  
Trauma and Massive Transfusion Practices

# AUTHOR(S) RESPONSIBILITIES

## Submission of an abstract indicates the following:

1. The author(s) has not published the data in a scientific journal; nor, has the data been accepted for publication before the AABB abstract submission closing date.
2. The author(s) has not presented the data at another national or international annual scientific meeting.
3. The accuracy of the submitted abstract is the responsibility of the author(s). Errors made on your submitted abstract are likely to appear in print.
4. Submission of an abstract constitutes a commitment by the author(s) to present it if accepted. Failure to present, if not justified, may jeopardize future acceptance of abstracts. Expenses associated with the submission and presentation of an abstract are the responsibility of the author/presenter. The presenter is required to attend the annual meeting during the day of presentation and must submit the applicable registration fee.
5. The content of the presentation and reference materials must remain the responsibility of the author(s). A commercial supporter may help prepare the presentation, but they should not be biased to advance the proprietary interest of the sponsor.

**A \$25 (USD) nonrefundable processing fee is required for each abstract submission (details below).**

# HOW TO SUBMIT YOUR ABSTRACT

All abstracts should be as informative as possible and follow the guidelines below.  
(Abstracts that do not follow **all** format guidelines will be rejected.)

## 1. FORMAT

### Abstracts must include the following sections:

- **Background/Case Studies** – information regarding the objectives/goals or why the study was performed.
- **Study Design/Methods** – information about the key methods utilized in the study.
- **Results/Findings** – summary of the results observed (tables can be used, but figures **cannot be used**). Quantitative data must be included in scientific abstracts.
- **Conclusion** – a statement of the author(s)' conclusion supported by the stated results.

**Note:** Although data should be summarized, abstracts must include specific reference to numbers studied and statistical significance of findings. It is insufficient to state: "The results will be discussed." or "The data will be presented." Tables (not graphs) may be helpful in presenting data.

## HOW TO SUBMIT YOUR ABSTRACT (CONTINUED)

### 2. PRESENTATION OPTION

**Author(s) must decide which presentation option for which they would like to be considered:**

- Oral or Poster Presentation
- Poster Presentation Only

### 3. IMPORTANT REQUIREMENTS

- If the presentation involves commercial products it must be objective and rely on scientific methods.
- Presentations must be free of commercial bias for or against any product.
- Generic names should be used whenever possible. The intent is to avoid abstracts submitted for promotional purposes.
- Any human subjects/animal research presented must have been approved by the appropriate agencies and have been in accordance with applicable ethical standards.

### 4. ADDITIONAL SUBMISSION INSTRUCTIONS

**Every effort will be made to publish the abstract exactly as submitted. Although abstracts will be typeset for print and electronic distribution, they will not be edited or corrected by the AABB Staff except as needed to conform to publication style. Please ensure that your submission adheres to the following guidelines:**

- The combined length of the abstract body, title, and table may not exceed **2,900** characters, including spaces. (Character includes all letters, numbers and punctuation.) Abstracts that exceed this character limit will be rejected by the online submission site and must be modified before the abstract is officially accepted.
- Titles should be indicative of the content of the abstract. The title should be brief and must be entered in title case (first letter of every word capitalized).
- Author(s) names should have no titles or degrees listed. Author(s) institutions should be listed as precisely as possible (include city, state or country).
- Author(s) should include statistics, when it would permit a clearer interpretation of the data.
- Author(s) can include one table. Graphs and images are not allowed.
- All units of measure must be expressed in the metric system; temperatures in Celsius.
- Generic names of drugs must be given, typed in lower case. If the proprietary name is also, given, the first letter must be capitalized.
- Unless an abbreviation is widely known and accepted (Fya, CPD, HIV), the term or phrase must be written in full the first time it appears in the abstract, followed immediately by the abbreviation in parentheses, i.e. hydroxyethyl starch (HES) or filtration leukapheresis (FL). Do not use abbreviations in the title.
- Avoid starting sentences with Arabic numbers.

## HOW TO SUBMIT YOUR ABSTRACT (CONTINUED)

- Except in rare cases, no more than ten (10) authors may be submitted and listed with each abstract. As per the rule in medical research publication, each of the authors must have contributed in at least one of three ways: 1) substantial participation in the research being reported, 2) writing of the submission, or 3) review/editing of the abstracts.
- Author(s) are strongly encouraged to save an electronic or printed copy of their abstract for their records before submitting.
- Avoid use of the first person in descriptions of the authors' previous work.
  - Unacceptable: "We previously demonstrated that..."
  - Acceptable: "It has been shown..." or "Investigators previously demonstrated that..."
- Do not include any of the following identifying information in the body or title of the abstract text:
  - Name(s) of author(s)
  - Names(s) of institution(s)
  - Geographic locations of institutions or study site(s) (unless a significant element of the study). Some acceptable and unacceptable examples are shown below:
    - Acceptable: "blood components were obtained from a regional blood donor center"
    - Acceptable: "hospital-based blood bank"
    - Acceptable: "transfusion-transmitted avian influenza in southern Afghanistan"
    - Acceptable: "alloimmunization rates in the Yanomami of southern Venezuela"
    - Unacceptable: "blood components were obtained from the Pasadena County Blood Center"
    - Unacceptable: "blood bank of a large, tertiary care medical center in Manhattan, New York"

### 5. PAYMENT

#### **There is a \$25 (USD) fee for each abstract submission**

The abstract submission fee is required and is a nonrefundable processing fee, and not based on approval of your abstract submission or attendance at the AABB 2020 Annual Meeting. This fee helps support AABB's ability to further contribute to the advancement of research in the field. Thank you for your support.

### 6. REJECTION CRITERIA

#### **Abstracts will be rejected by peer reviewers for any of the following reasons:**

- A) Insufficient data presented
- B) Statistical analysis needed, but not provided
- C) Stated conclusion cannot be reached from data presented
- D) Information previously published or generally well known and documented
- E) Format instructions not followed – no conclusion given, etc.

## HOW TO SUBMIT YOUR ABSTRACT (CONTINUED)

- F) Information has limited significance or relevance and interest for national AABB meeting
- G) Abstract poorly written, confusing or not clear, or contains major spelling or syntax errors
- H) Advertising (Blatant Commercialism)
- J) Error in method or data presented
- K) Other serious flaws in the judgment of the peer reviewers

### 7. DECISION NOTIFICATION

**Presenting authors will receive notification of the status of their abstract via email.**

If accepted, abstracts must be presented at the annual meeting. **The presenting author must register for the meeting, prepare their poster (or oral presentation if selected) and present during their assigned session time.** Failure to do so, without adequate notification and justification, may prevent the authors from submitting abstracts to future meetings. All posters must be mounted throughout the duration of their assigned session time and may not be removed early for any reason.