

FOCIS Annual Meeting Abstract Policy

FOCIS invites the submission of original abstracts for presentation at the FOCIS Annual Meeting. Abstracts should describe unpublished, novel scientific findings in immunology or related biomedical disciplines that advance our understanding of immune-mediated diseases.

Presentation Formats

- Poster Presentations (default format): All accepted abstracts will be presented in poster format.
- Oral Presentations: A select number of top-scoring abstracts will also be chosen for oral presentation. These abstracts will additionally be assigned a poster presentation on the same day to maximize visibility.

Poster Presentations

- Posters will be displayed onsite in the designated poster area for the full day of assignment.
- Presenters must be available during the evening Poster Session reception and are encouraged (though not required) to be present during scheduled coffee breaks.
- Poster size must not exceed 4 ft. (H) × 4 ft. (W). Oversized posters may be moved or removed if they interfere with neighboring displays.
- Poster schedules are assigned by topic area. Requests for specific days may be submitted but cannot be guaranteed. Onsite changes are not possible.
- If a presenter cannot display their poster after acceptance, FOCIS must be notified immediately so sessions can be adjusted. Withdrawn posters will not appear in the onsite program or the eBook of Abstracts.

Submission Guidelines

- Abstracts must be written in English and not exceed 350 words.
- Submissions must include objectives, methods, results, and conclusions.
- Only unpublished, original work may be submitted. Abstracts may not be under review or accepted elsewhere.
- All abstracts must be submitted online through the FOCIS abstract portal. Authors may edit submissions until the deadline. No changes are permitted after the deadline.

Submission Limits

- A presenting author may submit up to three (3) abstracts.
- There is no limit to the number of abstracts one may co-author.

Disclosure Policy

A conflict-of-interest disclosure is required for all authors. The submitting author is responsible for collecting and submitting disclosures on behalf of all co-authors.

Submission Fees

- FOCIS members: No fee.
- Non-members: \$30 non-refundable submission fee.
Membership status will be verified at the time of submission.

Review Process

- Each abstract is peer-reviewed by three FOCIS Abstract Review Committee members with subject-area expertise.
- Abstracts are evaluated for scientific merit, novelty, clarity, and relevance to the FOCIS mission.

Notification of Acceptance

- A confirmation email will be sent upon submission. If you do not receive confirmation, contact info@focisnet.org.
- Notifications of acceptance or rejection will be sent to the presenting author.

Registration Requirement

Presenting authors must register for the meeting by the stated registration deadline. Failure to register will result in removal of the abstract from the program.

Withdrawal Policy

Requests to withdraw abstracts must be submitted in writing to info@focisnet.org no later than 30 days before the meeting start date.

Travel Awards

- Oral presenters may be eligible for travel awards.
- No travel awards are available for poster presenters.

Publication & Access

By submitting, authors grant FOCIS permission to publish abstracts in official meeting materials, including the eBook of Abstracts and online event platform.

Embargo Policy

To protect the integrity of unpublished scientific findings and align with journal requirements, FOCIS enforces an embargo policy:

- **Abstracts:** Accepted abstracts will be made publicly available on the FOCIS event website one week prior to the Annual Meeting.
- **Presentations (oral and poster):** Scientific data from accepted abstracts may not be published, reported, or disseminated outside the meeting until the date and time of the scheduled presentation.
- **Media & Attendees:** All attendees, including media representatives, must honor the embargo. Information may not be released or publicized before the embargo lifts.

Violations of this policy may result in withdrawal of the abstract from meeting materials and/or restrictions on future submissions.

Copyright and Data Privacy

- By submitting an abstract, authors confirm that the content is original and does not infringe upon existing copyrights.
- Accepted abstracts will be published in the official FOCIS eBook of Abstracts.
- FOCIS complies with applicable data privacy regulations. Submission data will be used solely for abstract review and meeting-related purposes.

Contact

For questions, please contact the FOCIS office, info@focisnet.org.