

17TH ANNUAL
WILLIAM WOOD RESEARCH SYMPOSIUM

APRIL 26, 2018 – 7:00 – 11:00 A.M. – EUH AUDITORIUM, 2ND FLOOR

ABSTRACT SUBMISSION GUIDELINES

The symposium is open to all Department of Surgery trainees: students, residents, and fellows. Trainees in a dedicated laboratory rotation are encouraged to submit their research and expected to attend whether they make a presentation or not.

Important Dates

December 15, 2017

Submission Deadline (11:59 p.m. EDT)

January 4, 2018

Notification Letters for oral or poster presentation will be sent to the submitting author.

To submit abstract click [here](#). You will need to sign in to your Google account.

Submission Criteria

- **One abstract** per trainee may be submitted.
- **One table or figure** allowed per abstract.
- All work must have been published after 2016.
- Talks previously presented at a national or regional meeting are admissible.
- Presenting at this meeting is not a deterrent for presenting at future national/regional meetings.
- A complete submission must include the presenter's name, email address, cell number, position, and PI/Faculty Mentor's name.

Key Submission Elements

Failure to comply with these instructions will result in your abstract not being considered for the symposium.

1. **Title (30 word limit):** The title should clearly and succinctly identify the contents of the abstract. Capitalize the first letter of each word except prepositions, articles and names of species.
2. **Authors and Affiliations:** Enter all authors' names. **Do not** include the department, division, branch, etc.
3. **Category:** Choose either *Basic Science* or *Clinical Science* from the dropdown menu.
4. **Abstract Text (250-word limit):** The abstract should briefly address all elements necessary to define your Introduction (goals), Methods, Results and Conclusion. It is a short description of your presentation. It is not meant to be a complete and lengthy report of your work.
5. **ONE** table or figure is allowed per abstract and is **not** included in word count. Table or figure should be emailed as a separate PDF document to gmccorq@emory.edu. The current format does not allow for graphics upload.

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Review Process

- All abstracts will be reviewed by a panel of the Department of Surgery Research Advisory Committee (SRAC).
- All submissions will be considered for either oral or poster presentation.

Awards

- Cash awards for the best oral presentations in both clinical science and basic science categories.
- Cash awards for the best poster in each category.
- All winners will be invited to attend lunch with the keynote speaker and Surgery faculty immediately following the symposium.

For questions about the program or submission, please contact Griselda McCorquodale at gmccorq@emory.edu.

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