Abstract Submission Frequently Asked Questions (FAQs)

Can the deadline of May 31 be extended?

> **NO.**

I am not an AMP member, may I submit an abstract?

> **YES**, but you must indicate an AMP Regular (not Trainee) member sponsor who may or may not be an author on your abstract. The sponsor does not have to be an author and does not need to attend the poster.

I am an AMP Associate Member (Trainee), may I submit an abstract?

> **YES**, but you must indicate an AMP Regular (not Trainee) member sponsor who may or may not be an author on your abstract. The sponsor does not have to be an author and does not need to attend the poster.

Can I submit an abstract when I just applied for AMP membership?

> **YES.** Membership applications must be submitted no later than May 31 for your abstract to be considered.

Is the first author always the presenter?

> **YES.** If the first author is unable to attend the Annual Meeting to present the poster, every effort should be made to arrange for one of the other authors to present the poster. Both AMP and the Annual Meeting Program Chair, Dr. Lindeman must be notified.

Does the first author/presenter need to be an AMP member?

> **NO**.

Can I adjust the author list after the submission deadline?

> **NO**. You cannot change the author list or make other edits after the deadline has passed. Your options are to leave the abstract as submitted or withdraw it. The last possible date to withdraw an abstract is August 1st.

Is there a limit on the number of abstracts I may submit?

> NO, so long as each abstract has different content.

Must I register for the annual meeting before submitting my abstract?

> NO, but if the abstract is accepted, the First Author must register for the Annual Meeting and attend the poster. This is stipulated in the submission process.

Can I submit a case report/case study as an abstract?

Abstracts that are case reports are strongly discouraged – and will not be accepted - unless they document a specific and new finding that will change the practice of molecular diagnostics.

When will I be notified of acceptance into the poster program?

Corresponding authors will be notified by email no later than mid-July, 2019.

Can I withdraw an abstract?

YES, the last possible date to withdraw an abstract is August 1. Notify AMPEducation@amp.org.

My character count is too high. I know I didn't paste that many characters – what gives?

This count error happens when there are hidden characters in the abstract's text, which is not unusual if the text has been copied from somewhere else. If the text is written from scratch in the submission box, the character count error is not likely. We suggest entering text manually rather than copying and pasting the text from other documents. Alternatively, you could also try copying the text of the abstract to Notepad first, then from Notepad to the submission form. This usually removes hidden and special characters.

TIPS FOR ACCESSING THE ONLINE SUBMITTER SYSTEM AND SUBMITTING AN ABSTRACT

If you are an AMP Regular Member (Regular, Technologist, or Early Career):

Use your own existing AMP User Name and password to log into the abstract system.

If you are an AMP Associate Member (Trainee: Student, Resident, Fellow):

Use your own existing AMP User Name and password to log into the abstract system. Please note that you will need to list an AMP Regular Member to sponsor your abstract submission.

If you are *not* an AMP Member:

Apply to join AMP prior to submitting the abstract. OR

Submit an abstract and apply to join AMP prior to the May 31 submission deadline. OR

Submit an abstract by designating an AMP Regular Member to sponsor your abstract.

If you are new to AMP online services:

On the left margin of the abstract submission webpage where it asks, "New User?" click on the "Sign up here" to complete and submit the user registration form.

If you forget your AMP User Name:

Email amp@amp.org with your first and last name. Your User Name will be sent to the preferred e-mail address listed on your membership record.

If you forget your password:

On the left margin of the abstract submission webpage, click on the "lost password?" link. You will be asked to provide your Email Address, Customer ID, or User Name to receive an automatic email with your password information.

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