

MHSRS Call for Abstracts Frequently Asked Questions

Who needs to submit a Conflict of Interest (COI) form?

Submit a COI form for the presenter only. It does not need to be completed by co-authors.

- Name: the person who will be presenting the abstract
- PIM ID: Leave blank
- Activity Title: MHSRS 2023 (or the name of the abstract)
- Complete and return to: Leave blank (you are completing and returning through the abstract portal)
- By: March 3, 2023
- Role: If none of the selection fit, select Other and leave blank or describe your role

What are the dates and location for the 2023 MHSRS?

This information is not yet available. A mass message will be sent out when this information is available.

Please note all speakers/speaker organizations are responsible for covering meeting costs to include travel, hotel and registration.

When does 2023 MHSRS registration open?

This information is not yet available. We do not anticipate 2023 meeting registration opening until mid-late June.

I want to apply to be an exhibitor at the 2023 MHSRS. Who do I contact?

The exhibit manager is Mr. Keith Biersner. His email is keith.biersner@thinktbg.com.

When does the 2023 MHSRS call for Abstracts open and close?

The Call for Abstracts begins Monday, 9 January 2023 and closes at 24:00 US Eastern Daylight Time on Sunday, 19 February 2023. **Abstract will not be accepted after the deadline.** Please budget your time appropriately and plan for any computer glitches.

When will I know if my abstract has been accepted for presentation?

Notification letters as to the abstract status (accepted, not accepted) are sent to the submitter and the presentation author. These will be released in the May-June timeframe.

What are the character limits for 2023 MHSRS abstracts?

- Abstract title: Limit of 255 characters (includes spacing)
- Abstract length: Limit of 8,000 characters (includes spacing)
- Abstract Disclaimer: Limit of 700 characters (includes spacing)
- Learning Objectives: Each learning objective has a limit of 255 characters (includes spacing).
 - Three are required. These should answer the question - What do you expect the attendee to be able to do at the end of the session? Each learning objective should start with an action verb (e.g., Describe, Analyze, Discuss, etc.).

Can I embed a table or a video in my abstract?

No.

Abstracts will be submitted in plain text without any rich text formatting or fonts. No embedded tables, pictures or videos will be accepted.

The abstract submission form has a box asking if the abstract has been “cleared” by my organization?

What does this mean?

Does your organization require that all documents going outside of their organization for presentation or publication (e.g., abstracts, slide presentations, manuscripts) be reviewed prior to release? This is a yes or no answer that is institutionally dependent. Your Public Affairs Office should be able to answer this question for you.

If a clearance is required, it is the submitter's responsibility to ensure that it is accomplished. For submitters affiliated with DoD organizations, clearance is accomplished through their Public Affairs and Operational Security offices. In addition, some organizations require an additional level of clearance through their Foreign Disclosures Office. This is applicable when presenting at a meeting that Foreign Nationals will be attending. Contact your Operational Security Office to see if a Foreign Disclosures Clearance applies to you.

The MHSRS is not responsible for ensuring appropriate clearances are obtained for the material submitted and/or presented. This is the responsibility of the abstract submitter.

Because of the time required to review and obtain approval in some organizations, the MHSRS Planning Committee understands that clearances may not be finalized by the abstract submission deadline. As a result, we give the submitter the option to submit an uncleared abstract, but this must be indicated on the abstract submission form.

Contact us when the abstract is cleared at usarmy.detrick.medcom-usamrmc.mbx.mhsrs-info@health.mil or MHSRShelp@thinktbg.com. If you do not, and your abstract is selected for presentation, it will be removed from consideration for presentation at the MHSRS.

Is there a correct format for Abstract Titles?

Yes.

When preparing the program book for the meeting, re-formatting titles takes the organizers up to one month. This delays the release of presentation times and dates to presenters. Abstract titles must format with Caps for each word in the title except for and, the, etc.

Please follow this convention.

- This is CORRECT: Evaluation of the Detection and Efficacy of Elimination after Decontamination
- This is INCORRECT: Evaluation of the detection and efficacy of elimination after decontamination
- This is INCORRECT: Evaluation Of The Detection And Efficacy Of Elimination After Decontamination

Is filling in the Abstract Disclaimer box on the Abstract Submission form mandatory?

No.

This is not a mandatory box to fill in. Some organizations require an organizational disclaimer on materials released to outside organizations. If this does not apply to your organization, leave this blank.

I have filled out the abstract submission form and saved the abstract. Is that considered “submitted”?

No.

After you save your submission abstract form, the system automatically takes you to the “My MHSRS Home” page.

You must click the submit button next to your abstract submission on the “My MHSRS Home” page to officially submit your abstract. Otherwise, it is not considered submitted and will not be reviewed for presentation.

How do I know what my abstract is officially submitted?

You will receive an email notification upon submission. E-mail verification that the abstract has been officially submitted is sent to the submitter only.

Can I manually submit a 2023 MHSRS abstract?

No.

Abstracts will be accepted online only through <https://mhsrs.health.mil/SitePages/Home.aspx>. The only exception is for non-U.S. collaborators (i.e., investigators from allied nations) who cannot access the MHSRS website because of firewall restrictions. If you are in this category, contact usarmy.detrick.medcom-usarmmc.list.usarmmc-web-team@health.mil for assistance.

The abstract submission form allows for the abstract to be submitted by an individual who may be different from the abstract author/presenter (e.g., executive assistant). Is there a difference between the privileges granted?

Yes. This becomes an issue only if the submitter is different from the presentation author.

- E-mail verification that the abstract has been officially submitted is sent to the submitter only.
- Minor changes to the submitted abstract or other edits such as co-author changes can be made by the submitter only.

- Notification letters as to the abstract status (accepted, not accepted) is sent to the submitter and the presentation author.

Is it possible to make edits to the abstract and abstract presenter/speaker after submitting the abstract?

Yes. Minor edits and speaker change requests are allowed after the notification letters are released.

For minor edits to the abstracts and presenter/speaker changes for posters, contact usarmy.detrick.medcom-usamrmc.list.usamrmc-web-team@health.mil.

Because of new rules for the awarding of Continuing Education credit, presenter/speaker changes for abstracts accepted for an oral presentation is a formal process and requiring the submission of the full name of the new speaker, their email address, and a new completed Conflict of Interest (COI) form for the new speaker. Contact/send information to: MHSRShelp@thinktbg.com and cc usarmy.detrick.medcom-usamrmc.mbx.mhsrs-info@health.mil.

If a project has been published or accepted for publication, is it eligible for submission?

If a project has been presented/accepted at another conference or scientific meeting, it is eligible for submission?

Abstracts submitted to the MHSRS should represent original, unpublished work (not on-line, not in print). Abstracts can be submitted to MHSRS as well as to professional scientific society meetings. However, if the abstract is submitted to MHSRS and other military-related/DoD meetings and accepted, the submitter needs to decide which meeting to present at. Abstracts presented at other military-related, or DoD meetings are ineligible for presentation at the MHSRS, unless there are extenuating circumstances.

- INELIGIBLE FOR SUBMISSION - Abstracts representing work in published articles (on-line or print)
- ELIGIBLE FOR SUBMISSION - Abstracts representing work that has been submitted for publication, but not yet accepted
- ELIGIBLE FOR SUBMISSION - Abstracts representing work that has been accepted for publication, but not yet in print as of the date when the 2023 MHSRS Call for Abstracts closes
- INELIGIBLE FOR SUBMISSION – The abstract data has been presented or is planned for presentation at another DoD meeting
- ELIGIBLE FOR SUBMISSION – The abstract data has been presented at a professional meeting – such as Society of Toxicology or ASTMH

Can I resubmit a 2022 abstract for 2023 MHSRS consideration?

No.

You cannot submit the identical abstract for consideration. However, you can submit a revised abstract incorporating new research data.