

2024 MHSRS Call for Abstracts Frequently Asked Questions

1. What are the dates and location for the 2024 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.

2. When does 2024 MHSRS registration open?

This information is not yet available. We do not anticipate 2024 meeting registration opening until mid-late June.

3. I want to apply to be an exhibitor at the 2024 MHSRS. Who do I contact?

Contact MHSRSales@thinktbg.com

4. When does the 2024 MHSRS call for Abstracts open and close?

The Call for Abstracts begins Monday 8 January 2024 and closes at 24:00 US Eastern Standard Time on Wednesday 21 February 2024. *Abstracts will not be accepted after the deadline.* Please budget your time appropriately and plan for any computer glitches.

5. 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.

6. What are the character limits for 2024 MHSRS abstracts?

- Abstract title: Limit of 255 characters (includes spacing)
- Abstract length: Limit of 2,500 characters (includes spacing) (*CHANGE FOR 2024*)
- 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.).

7. 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.

8. Is there a correct format for Abstract Titles?

Yes.

When preparing the program book, the time it takes to reformat titles to the correct format has delayed the release of presentation times and dates to presenters up to one month. Please take the time to format your title correctly.

- 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

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

No.

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

10. Can I manually submit a 2024 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.detrack.medcom-usamrmc.list.usamrmc-web-team@health.mil for assistance.

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

No.

After you save your abstract submission, the system automatically takes you to the My MHSRS home page. Look for “My Abstract Entries”. You **must** click the submit button next to your abstract submission to officially submit your abstract. Otherwise, it is not considered submitted, and will not be reviewed for presentation.

12. Is a Conflict of Interest (COI) form needed for abstract submission?

Yes.

This is needed for Continuing Education purposes and is a mandatory part of the abstract submission process.

Under My Abstract Entries on the My MHSRS home page, the submitter will be able to see the submit button only if all the abstract data has been filled in and a COI form has been uploaded.

13. 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. Contact us if you do not receive a notification of submission at usarmy.detrick.medcom-usarmmc.list.usarmmc-web-team@health.mil

14. 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 and the abstract needs to be edited.

- 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. The submitter has access to view, edit, withdraw, and upload pdf posters for the abstract. The presenter has READ-ONLY access only to view the submitted abstract online.
- Notification letters as to the abstract status (accepted, not accepted) is sent to the submitter and the presentation author.

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

Yes.

Edits to the submitted abstract can be made by the submitter only. No abstract edits or withdrawals are allowed during the abstract review period.

Edits are allowed at any point before the Call for Abstracts closes and after the notification letters are released. The abstract does not need to be resubmitted once edits are made.

16. What responsibilities do I have as an abstract submitter related to obtaining permission from my organization to submit an abstract?

You are responsible for getting any required permissions from your organization to submit the research data (e.g., abstract, slide presentation). ***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.***

For researchers affiliated with DoD and other federal organizations, this permission/clearance process includes review and approval of the abstract by your Public Affairs and Operational Security Offices, and a review by your organizations Intellectual Property Law Division.

- Check with your Public Affairs Office to determine what clearances pertain to your organization.
- 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.
- U.S. Army Medical Research and Development Command ONLY - In addition to OPSEC and Public Affairs Office clearance, all investigators should also have the abstracts reviewed for potential Intellectual Property with the IP Law Division. Submit abstracts to dha.detrick.mrdc.mbx.research-disclosure1@health.mil for review.

For researchers affiliated with non-DoD organizations (e.g., academia and industry), your organization may not require these reviews.

17. 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 American Society of Tropical Medicine and Hygiene

18. Can I resubmit a 2023 abstract for 2024 MHSRS consideration?

No.

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