



## Policies, Rules, Guidelines and Procedures for Online Abstract Submission

**Vascular Matrix Biology and Bioengineering**  
**March 16-19, 2009**  
**Whistler, BC Canada**

### **Call for Abstracts:**

NAVBO invites you to submit an abstract and share your research, findings and work at the Vascular Matrix Biology and Bioengineering Workshop.

#### **1) General Information and Policies –**

- a. Abstract submission deadline is 5:00 PM (EST) January 10, 2009
- b. Abstracts will only be accepted online (go to [www.navbo.org/VMBB2009](http://www.navbo.org/VMBB2009) and click on "Submit an Abstract").
- c. Abstracts will be published in the meeting program and will be distributed at the meeting. See *Copyright Transfer Agreement-item 4*.
- d. Only abstracts not previously published should be submitted.
- e. The organizers will attempt to program all submitted abstracts but NAVBO reserves the right to reject any abstract which is unrelated to the subject matter.
- f. Complete required fields in all sections. You may exit and enter the abstract submission process as many times as needed to edit and complete your abstract until 5:00 PM (EST) January 10, 2009.
- g. We suggest that you first develop your abstract in a word processing program such as Microsoft Word or WordPerfect, and then copy and paste information into the appropriate section. Since there is no spell or grammar check function with the online submission process, copying and pasting will ensure greater accuracy. However, you should check for accuracy relating to symbols, mathematical expressions, etc. See a sample submission screen at the end of this section.
- h. **Abstract Size and Limitations:** Titles of abstracts are limited to 250 characters, the abstract text is limited to 2,000 characters (both of these numbers include spaces and punctuation). **Use Arial font, 10 point** (selection Size 2 in the pull down – see screen shot below) **Do not** include authors' names and affiliations within the abstract body. The name of your company or institution will appear as it does in the database. You may edit it at this time to ensure accuracy and completeness. Please enter institution names exactly the same for all authors from a single institution. Do not include references, credits or grant support; however, these should be acknowledged within your presentation.
- i. **Presentation Preference:** There are two presentation formats: poster and oral. Please select your preference when submitting your abstract or select "no preference." Attention will be given to your presentation preference whenever possible. However, we can not guarantee that all abstracts requesting oral presentation can be accommodated because of the limited number of slots. Those preferring a poster presentation will be programmed as such.
- j. **Topic Category:** When submitting your abstract, please select the most appropriate topic category. Additional subject matter is welcome; please select OTHER if your abstract falls out of this brief list of topics. *Topics are listed at the end of this document.*
- k. Proofread abstracts carefully to avoid errors before submission. **No proof pages will be sent to authors.**
- l. Incomplete abstracts will be deleted on January 20, 2009
- m. All correspondences will be sent via email to the submitting author only.
- n. **Submission of an abstract constitutes a commitment by the author(s) to present it.**
- o. The presenter is responsible for expenses associated with the submission and presentation of an abstract.
- p. Once the review/programming process starts, changes to abstracts can not be made (January 10, 2009).

## Policies, Rules, Guidelines and Instructions for Online Abstract Submission

- q. NAVBO reserves the right to assign the day and time of abstract presentations. Requests for specific times will not be honored.

Topic:

Title: \*

Abstract Text: \*

Paragraph Font Size Color Highlight Symbols

**B** *I* U abc X X, [bulleted list] [numbered list] [link] [table] [calendar] [clock] [print]

It is **easy** to do **bold**, *italic*, **bold and italic** and even plain text underlined. It's just like working in word. Super<sup>script</sup> and Sub<sub>script</sub>. You can also add symbols - like the ones for  $\beta$  and  $\alpha$ .

We would like submissions in Arial 10point (Select size 2 in the box above).

We can	allow tables	As long as	the character count
is maintained.			

The character limit including spaces is 1,300.

Presentation Type:

### 2) Author Designations –

- a. It is desirable that the submitting author (or corresponding author) be the presenting author.
- b. Up to ten additional authors may be listed. Please use consistency when inputting the names of the affiliated institutions.
- c. Presenting authors must be registered for the meeting by January 10, 2009 or risk their abstract being rejected.

### 3) Disclosure –

- a. Although this workshop does not offer CME credits, NAVBO believes the audience should be informed of a presenter's (speaker, faculty, author, or contributor) academic and professional affiliation, and the existence of any significant financial interest or other relationship a presenter has with the manufacturer(s) of any commercial product(s) discussed in an educational presentation. When an unlabeled use of a commercial product, or an investigational use not yet approved for any purpose, is discussed during the presentation, it is required that presenters disclose that the product is not labeled for the use under discussion or that the product is still investigational. This policy allows the listener/attendee to be fully knowledgeable in evaluating the information being presented.

The Program will note those speakers who have disclosed relationships, including the nature of the relationship and the associated commercial entity. Disclosure should include any relationship that may bias one's presentation or which, if known, could give the perception of bias. These situations may include, but are not limited to: 1) stock options or bond holdings in a for-profit corporation or self-directed pension plan; 2)

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research grants; 3) employment (full or part-time); 4) ownership or partnership; 5) consulting fees or other remuneration; 6) non-remunerative positions of influence such as officer, board member, trustee, or public spokesperson; 7) receipt of royalties; 8) speaker's bureau; 9) other. For full-time employees of industry or government, the affiliation listed in the Program will constitute full disclosure.

c. All authors must complete the disclosure statements; if there are no disclosures or potential competing interests then you must select "No" next to Financial Disclosures.

d. If you do have a disclosure (or more than one) select "Yes" next to Financial Disclosure. You will receive a disclosure form via email to be completed and returned via fax or mail to the NAVBO office no later than January 30, 2007.

### **4) Abstracts Copyright Transfer Agreement**

By submitting an abstract the author(s) hereby assigns, conveys, and otherwise transfers all rights, title, interest and copyright ownership in said work to NAVBO effective upon acceptance of said work for publication. "Work" includes the material submitted for publication and any other related material submitted. The assignment of these rights includes, but is not expressly limited to, rights to edit, publish, reproduce, distribute copies, prepare derivative works, include in indexes or search databases in print, electronic, or other media, whether or not in use at the time of execution of this agreement, and claim copyright in said work throughout the world for the full duration of the copyright and any renewals or extensions thereof.

The assignment of rights hereunder does not extend to the full length article on which the abstract is based. Author(s) retain the right to subsequently include the work in articles, books or derivative works that he/she authors or edits provided said use does not imply the endorsement of NAVBO. Other uses or reproductions require permission from NAVBO, which shall not be unreasonably withheld.

Author(s) hereby represents and warrants that he/she/they is/are sole author(s) of the work, that all authors have participated in and agree with the content and conclusions of the work, and that the work is original and does not infringe upon any copyright, proprietary, or personal right of any third party. If author(s) has violated or infringed a personal or property interest (including copyright or trademark) of any individual or entity in giving this license to NAVBO, the author(s) agrees to indemnify NAVBO against any and all liability for payment of claims, judgments or settlements, for violation or infringement of any personal or property rights resulting from NAVBO's use of this work, and for any attorneys' fees that NAVBO incurs in the defense of such claim or lawsuit.

If NAVBO does not publish said work, author(s) will be notified and all rights assigned hereunder will revert to author(s).

If a joint work, all co-authors must transfer rights in said work to NAVBO by executing this Agreement.

This Agreement must be executed as is without revision or substitution of terms. This Agreement is governed by the laws of the United States of America.

You must check "Yes" next to the statement "I, as author and representative of the co-authors of this work, accept the Copyright Transfer Agreement and its terms."

### **5) Travel Awards –**

To be eligible for a Travel Award you must be a graduate student, postdoctoral fellow or research fellow. You must be a trainee member of NAVBO. A letter from your supervisor attesting to your training level and your level of involvement in this work must accompany this application. Letters can be mailed (18501 Kingshill Road, Germantown, MD 20874-

## Policies, Rules, Guidelines and Instructions for Online Abstract Submission

2211), emailed (bernadette@navbo.org) or faxed (301-540-6903) to VMBB Workshop Program Committee.

- a. Indicate that you would like to be considered for this award
- b. Indicate your current training (or professional) level: graduate student, postdoctoral fellow, research fellow
- c. Must be a trainee member of NAVBO
- d. Award applicant must be the presenting author
- e. Checks will be distributed to recipients at the conclusion of the Keynote Lecture
- f. Please note – that while many trainees from a single lab may apply for the award, there can only be one recipient per lab.

### 6) Important Dates –

December 15, 2008 – Early bird registration  
January 10 at 5:00PM (EST), 2009 – Abstract submission deadline  
January 20 at 5PM (EST), 2009 – Incomplete abstracts will be removed  
January 20 at 5PM, 2009 - Deadline for withdrawal of abstracts  
January 30 – Disclosure forms due to NAVBO office  
Mid - February, 2009 – Notifications sent regarding presentation time

### 7) Rules for Presentation –

- a. Oral presentations:
  - 1) Presentations within oral sessions are to be ten minutes in duration plus five minutes for questions.
  - 2) The slide presentation must be in an electronic format (Power Point). Presenters can bring their own computer (laptop or notebook) or their presentation on a USB stick. 35mm slide projectors will NOT be available.
  - 3) The session room will be equipped with the following audio/visuals: podium with lavalier microphone, head table with microphone in table stand, LCD projector, screen, 2 microphones in floor stands (for audience questions) and a laser pointer.
  - 4) If you are referencing work previously published by another author, please be sure to include a complete citation at the bottom of the appropriate slide.
- b. Poster presentations:
  - 1) Poster presenters will be provided with an eight-foot wide by four foot high board. Please bring your own pushpins.
  - 2) Headers should contain the abstract title, all authors and your program number (provided to you via email **after** all abstracts have been programmed).

### 8) For U.S. Government Employee Author(s):

Use the check boxes to indicate whether or not author(s) is a U.S. Government Employee. If applicable, the author(s) hereby warrants that the above-described work was authored by employees of the United States Government as part of their official duties and therefore may be published and reproduced without restriction.

### TOPIC CATEGORIES:

Bioengineering Angiogenesis  
Engineering Vascular Scaffolds  
Matrix and Angiogenesis  
Matrix Imaging  
Matrix Modeling  
Matrix Mechanobiology  
Matrix Nanotechnology  
Matrix Proteolysis  
Matrix Remodeling in Vascular Disease  
Matrix Signaling

Matrix Structure and Function  
Vascular Cell-Cell and Cell-Substrate Interactions  
Vascular Matrix Calcification  
Vascular Matrix in Development  
Vascular Matrix Receptors  
Vascular Matrix and Stem Cells  
Vascular Tissue Engineering  
Other Vascular Matrix Biology  
Other Vascular Bioengineering