**Sample Abstract Submission Form**

You may use this sample abstract submission form to prepare your abstract submission and ensure that you have all of the necessary information prepared. When you are ready to submit, please click the SUBMIT button and begin filling in the required form fields. All abstracts must be submitted via the online form; Word documents are for planning purposes only and will not be accepted in lieu of online submissions. If you have questions during your submission please email NCTOH organizers at [NCTOH@nnphi.org](mailto:NCTOH@nnphi.org).

**Presenter Information**

Abstracts may be submitted with more than one presenter/author. These information fields will be required for each Presenter/Author included in the abstract submission. Asterisks denote questions requiring a response.

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| --- | --- |
| First Name:\* |  |
| Last Name:\* |  |
| Credentials/Degrees:\* |  |
| Organization:\* |  |
| Title:\* |  |
| Address1:\* |  |
| Address2: |  |
| City:\* |  |
| State:\* |  |

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| Zip Code:\* |  |
| Country:\* |  |

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| Phone: |  |
| Fax: |  |
| E-mail:\* |  |
| https://ww2.eventrebels.com/er/images/transpix.gif | |
| Biography: \* (Text box, word limit: 150)   |  |  | | --- | --- | | Have you ever been employed by or received any direct or indirect funding from the tobacco industry, including manufacturers of tobacco products, the Tobacco Institute, Foundation for a Smoke-Free World, law firms, or other interests representing tobacco companies to conduct research or provide consultation; the electronic cigarette industry, including manufacturers of e-cigarettes and any other electronic nicotine or non-nicotine delivery devices and their components and parts, laws firms, or other interests representing e-cigarettes companies to conduct research or provide consultation; the pharmaceutical industry, including producers of smoking cessation products; or another for-profit company that manufactures, sells, and/or markets products or conducts research relevant to tobacco prevention and control activities?:\* (Check 1 box) | | | \_\_\_ I have not received any funding from these entities. | | | \_\_\_ I have received funding from one or more of these entities. | | | https://ww2.eventrebels.com/er/images/transpix.gif | | | (If you check the box indicating that you have received funding from one or more of these entities): Please provide additional detail explaining the funding received and your relationship with the entity. If your abstract is accepted, you will be required to complete and sign a disclosure of conflicts of interest form providing this detail and more of these relationships.: \* (Text box, word limit: 500) |  |   (Click the Save button to save your answers on this page and return to the landing page. From the landing page you will be able to click on the Session Information page.)  **Session Information**  Each abstract will complete one Session Information page.   |  |  | | --- | --- | | Abstract submitters will be required to select one preferred format for their abstract, and then will be asked if there are any other formats for which they would like their abstract to be considered.  **Standalone breakout:** Standalone breakout sessions are accepted as-is, with no additional speakers or abstracts added, and designed to fill the full session time. The standalone breakout session format should only be selected for abstract submissions designed to be full 75-minute panels with one single abstract, topic, and focus. Due to limited agenda space the majority of abstracts that are accepted are accepted as a part of a Merged Breakout Session, and very few are accepted as Standalone Breakouts. Should you choose to submit your abstract for consideration as a Standalone Breakout, NCTOH organizers strongly recommend submitting your abstract for consideration as a Standalone breakout session AND a Merged Breakout Session to increase your chances of having your abstract accepted for inclusion in the 2019 NCTOH meeting agenda. **Part of a Merged Breakout Session:** A merged breakout session is comprised of 2 or more individual abstracts on related topics presented during a 75-minute breakout session. These abstracts are identified and paired together by the selection committee. If your abstract is selected as a Part of a Merged Breakout Session, you will be asked to identify one speaker to present your abstract, and you will be allotted between 20 and 30 minutes to present your abstract. One or more additional abstracts that address similar topics will be selected to be presented in conjunction with yours during the breakout session. **Poster:** Poster sessions will be held on Day 1 and Day 2 of the NCTOH. Poster presenters will be assigned a posterboard and asked to bring and hang their own poster in their assigned space. Poster presenters will be asked to attend their poster for one hour during the poster reception to interact with attendees and answer questions. Poster presenters may use any poster design they would like, including previously presented posters, as long as they are able to be hung on a standard posterboard (48” by 36” with horizontal orientation). Poster presenters are responsible for printing their poster and shipping or transporting their poster to the conference. **Symposium:** Some abstract submitters may wish to submit between two and four individual abstracts together for consideration as a symposium—these submissions may have 2 or more individual speakers presenting on individual sub-topics within the symposium’s overall topic. Should you wish to submit a symposium panel presentation for consideration, please choose the Symposium option as your preferred format option on the Session Information page. You will be prompted to enter one abstract that describes the full symposium session. After saving that page, click on the Symposia Abstracts page where you will be prompted to enter the individual abstract descriptions for each of the different abstract components that make up your symposium. PLEASE NOTE: Due to limited agenda space only a select few abstract submissions are accepted as full Symposia. Under each individual abstract description on the Symposia Abstracts page you will have the opportunity to indicate if you would like for that individual abstract to also be considered individually for inclusion in the agenda (for example, as part of a merged breakout session, or as a poster session) in the case that the full symposium is not accepted. | | | Please select your preferred session type:  \* (Dropdown menu, select only one option: Poster Session, Standalone Breakout Session, Merged Breakout Session, or Symposium) |  |  |  | | --- | | **If accepted, would you be willing to present your abstract in any other session format? If yes, please check all that apply.** | | https://ww2.eventrebels.com/er/images/transpix.gif | | \_\_\_ Poster Session | | https://ww2.eventrebels.com/er/images/transpix.gif | | \_\_\_ Standalone Breakout Session (75 minutes) | | https://ww2.eventrebels.com/er/images/transpix.gif | | \_\_\_ Merged Breakout Session (20 minutes) | | https://ww2.eventrebels.com/er/images/transpix.gif | | Session Title (Text box, word limit: 25): \* | |  | | Session Abstract: please provide a brief (500 words or less) description of this proposed session. Symposia submitters should use this space to provide an abstract of the overall session; you will have an opportunity to provide individual abstract descriptions for each presentation on the next page. Please note that if your abstract is accepted this description may be published in meeting materials as is, may be edited for clarity or brevity, or may be used by meeting organizers to craft a revised session description.: \* | | (Text box, word limit: 500) | | https://ww2.eventrebels.com/er/images/transpix.gif | | Supporting session documentation (OPTIONAL): If you have additional documentation that you believe is critical for reviewers to have in order to evaluate your submission (i.e. journal article, poster design), you may choose to upload that document here. (Word, PDF, .jpeg, or Excel files may be uploaded. |  |  | | --- | | https://ww2.eventrebels.com/er/images/transpix.gif | | Session Learning Objectives: Please provide three learning objectives that state the purpose of your presentation in terms of how it will enable the attendee to do something that can be measured.  *Example Learning Objective: “As a result of this session, participants will be able to list types of tobacco products and nicotine delivery devices.”* \* | | (Text box, word limit: 500) | | https://ww2.eventrebels.com/er/images/transpix.gif | | **Which Program Area should your submission be considered under? Please choose only one.** [Click here to read detailed descriptions of each Program Area.](http://nnphi.org/wp-content/uploads/2018/09/2019-NCTOH-Program-Areas-with-descriptions-v22-copy.pdf) | | https://ww2.eventrebels.com/er/images/transpix.gif | | Program Area:\* Check only one. | | \_\_\_ 1) Cessation and Health Systems Transformation | | \_\_\_2) Communications and Media | | \_\_\_3) Evaluation and Surveillance | | \_\_\_4) Health Equity | | \_\_\_5) Nicotine and the Science of Addiction | | \_\_\_6) Non-Cigarette Tobacco and Nicotine Products | | \_\_\_ 7) Tobacco Product Regulation | | \_\_\_8) Tobacco Control Policies and Legal Issues | | \_\_\_9) Tobacco Industry | | \_\_\_10) Youth and Young Adults | |  |
| (Click the Save button to save your answers on this page and return to the landing page. If you selected Symposium as your preferred submission format you can now click on the Symposia Abstracts page. If you did not select Symposium as your preferred submission format you will not see that page and you may finalize your abstract submission now by clicking the SUBMIT button.  Please note: the Symposia Abstracts page will only appear if you select **Symposium** as your preferred submission format. | |

**Symposia Abstracts**

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| Abstract #1:\* | (Text box, word limit: 350) |
| If this submission is not accepted as a full symposium, would you like this abstract to be considered individually for inclusion in the agenda as part of a merged breakout or a poster session?  (Dropdown menu, choose one answer: yes or no.) | |
| Abstract #2:\* | (Text box, word limit: 350) |
| If this submission is not accepted as a full symposium, would you like this abstract to be considered individually for inclusion in the agenda as part of a merged breakout or a poster session?  (Dropdown menu, choose one answer: yes or no.) | |
| Abstract #3: | (Text box, word limit: 350) |
| If this submission is not accepted as a full symposium, would you like this abstract to be considered individually for inclusion in the agenda as part of a merged breakout or a poster session?  (Dropdown menu, choose one answer: yes or no.) | |
| Abstract #4: | (Text box, word limit: 350) |

If this submission is not accepted as a full symposium, would you like this abstract to be considered individually for inclusion in the agenda as part of a merged breakout or a poster session?

(Dropdown menu, choose one answer: yes or no.)