ABSTRACT SUBMISSION GUIDELINES

The Annual William C. Wood Research Symposium showcases the basic and clinical science research of all trainees in the Emory Department of Surgery. Participation is open to medical students, residents, and both clinical and post-doctoral fellows; trainees in a dedicated research rotation are encouraged to submit their research and attend the Symposium. The format of the 2022 William C. Wood Research Symposium has not yet been determined.

Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, January 28, 2022</td>
<td>Submission Deadline (11:59 p.m. EDT)</td>
</tr>
<tr>
<td>Friday, February 25, 2022</td>
<td>Notification letters for oral or poster presentation will distributed</td>
</tr>
<tr>
<td>Thursday, April 14, 2022</td>
<td>William C. Wood Research Symposium</td>
</tr>
</tbody>
</table>

To submit an abstract click [here](https://forms.gle/XRHe13vTfxHBqdfbA) or copy and paste the link using Google Chrome browser:

**Submission Criteria**

- **One abstract** per trainee may be submitted.
- **One table or figure** allowed per abstract.
- Talks previously presented at a national or regional meeting are admissible (must not have been published before August of prior year).
- Presenting at this meeting is not a deterrent for presenting at future national/regional meetings.
- A complete submission must include the presenter’s name, email address, cell number, position, and PI/Faculty Mentor’s name.

**Key Submission Elements**

*Please note the change in the abstract submission process from prior years. Failure to comply with these instructions will result in your abstract not being considered for the symposium.*

1. **Title (30-word limit):** The title should clearly and succinctly identify the contents of the abstract. Capitalize the first letter of each word except prepositions, articles and names of species.
2. **Authors and Affiliations:** Enter all authors’ names. **Do not** include the department, division, branch, etc.
3. **Category:** Choose either *Basic Science* or *Clinical Science*.
   a. Translational research should be submitted under Basic Science
   b. Outcomes research should be submitted under Clinical Science

*Upload your abstract text and figure (if included) via Google form (linked on page 1) in the ‘file upload’ section. See page 3 for specific format requirements. All files should be uploaded in Microsoft Word.*

4. **Abstract Text (250-word limit):** The abstract should briefly address all elements necessary to define your Introduction (goals), Methods, Results and Conclusion. It is a short description of your presentation. It is not meant to be a complete and lengthy report of your work.

5. **ONE** table or figure is allowed per abstract and is **not** included in word count.

**Review Process**
- All abstracts will be reviewed by a panel of the Department of Surgery Research Advisory Committee (SRAC).
- All submissions will be considered for either oral or poster presentation.

**Awards**
- Cash awards for the top oral presentations in both clinical science and basic science categories.
- Cash awards for the top poster in each category.
- All winners will be invited to attend lunch with the keynote speaker and Surgery faculty immediately following the symposium if possible.

For questions about the program or submission, please contact S. Ashley McCullough at Sharon.McCullough@emory.edu
SAMPLE ONLY

Submitting Author Name

Enter Basic or Clinical Science

Abstract Title

[Paste abstract text here]

[Table of Figure, if included]