**ISPD 2020 Abstract Submission Process**

**Submitting an Abstract**
1. Go to [https://www.xcdsystem.com/ISPD/abstract/index.cfm?ID=qBDGo2j](https://www.xcdsystem.com/ISPD/abstract/index.cfm?ID=qBDGo2j) and log in.
   - Returning User — If you submitted an abstract to ISPD in 2015-2019 or were an author on a 2015-2019 abstract, please enter the same login information under Returning User.
   - First-time User — The first time you use our abstract submission site, you must create a profile under First-Time User.
   - Please note that the information included in your profile, including your picture, will be published with the abstract unless you change this later. Previous submitters/authors can update their information and add a photo upon login.
2. After logging in, click on “Click Here to Start” under New Abstract. Click on “Start Abstract.”
3. **On the first submission screen, please read the instructions carefully.** Submitting an abstract is a multi-step process.
4. **Complete all fields marked with a red asterisk (*).** These fields are required; you will not be able to submit your abstract until they have been completed. Complete any other fields as needed.
   - A blind review process will be used. **Do not include the names of authors in the title or text of your abstract. You will be able to add co-authors and indicate the presenter after the initial submission of the abstract (see 6 below).**
   - The title should be concise while clearly indicating the nature of the abstract submission. **Capitalize the first letter of the first word of the title and any word following a colon. Do not add a period at the end.**
     - **Example...** Single genes: Expanded carrier screening and whole exome sequencing
   - The body of the abstract (Objectives, Method, Results, and Conclusions) has a cumulative limit of 2150 characters, not including spaces, approximately equal to 400 words.
   - Abstracts may contain one image or table. The image/table must fit in a single column and must be **essential** to the understanding of the abstract.
   - You will be asked to confirm that the presenting author will register to attend the conference and will pay the appropriate registration fees.
5. Once you have completed all fields, select “Submit Abstract.” If you have answered all the required questions, your abstract will be assigned a reference number and you will see a message at the top of the screen, “Thank you, your submission has been received. Your submission ID is: xxx.” If you have not answered all the required questions, you will be alerted.
6. **After submitting your abstract, you may add co-authors by clicking on the “Add Your Co-Authors” button at the top of the page.** Please indicate who is the Primary Presenter. Please assure the authors are in the correct order they should listed; you can change the order by dragging and dropping. Authors are automatically saved in the system as you enter them.

**Amending a Submission — Allowed up to the deadline, 2 March 2020**
1. Log in to the system. You will see your abstract(s) listed at the bottom of the screen. Click on “Edit Abstract” to make edits or “Authors” to update author information.
2. Amending an abstract is the same as the original submission process except that the online form will be completed automatically with your previous answers. You do not have to change an answer unless it is incorrect.
3. Click “Update Abstract” at the bottom of the screen to finalize your abstract. You will see a message at the top of the screen “Your submission has been updated.”

**Withdrawing a Submission**
If you wish to withdraw your submission, please contact ISPD Headquarters at info@ispdhome.org with the title and submission ID number of your abstract.
ISPD 2020 Abstract Submission FAQ

When is the abstract submission deadline? Monday, 2 March 2020, at 11:59 PM Eastern Time.

I am not a member of ISPD; can I still submit an abstract? Yes, non-members can submit abstracts.

Do you accept industry-supported abstracts? Yes, we accept industry-supported abstracts. All conflicts of interest and industry affiliations must be disclosed upon submission.

Do you accept abstracts previously presented or published? Yes.

Do you accept case studies or reports? Yes.

What are collaboration posters? Abstract submitted as a collaboration poster are for those who seeking others to work with to further ongoing or future research. Collaboration abstracts do not need to include complete objectives, methods, results, and conclusions sections; authors may enter n/a in those fields. Abstracts submitted for a collaboration poster will not be published.

How are abstracts reviewed? Abstracts are reviewed by blinded peer-review group. Each abstract is blind reviewed by at least three experts. The scores and recommendations are then reviewed and confirmed by the Scientific Program Committee.

Do presenters receive a reduced registration fee to attend the Conference? No, presenters are expected to attend and pay the full registration fee for the Conference, at least for the day of their presentation.

Can I edit my abstract after submission? Yes, abstracts can be edited before the submission deadline date, 2 March 2020.

What is the maximum length or word count? The body of the abstract (Objectives, Method, Results, and Conclusions) has a cumulative limit of 2150 characters, not including spaces, approximately equal to 400 words.

How many images, tables and/or graphics are allowed? Only one image can be submitted with your abstract. You may, however, use the WYSIWYG editor to insert as many tables as you would like, but words within the tables do count towards the maximum word count.

Will my abstract be published? If your scientific abstract is accepted by the ISPD Scientific Program Committee and presented at the 2020 ISPD Conference, the abstract will be published in an online supplement to the *Prenatal Diagnosis* journal. Abstracts submitted for a Collaboration Poster will not be published. Please note: If the designated presenting author or a substitute is unable to attend the meeting and present the abstract, the abstract will not be published.

Will ISPD accept late-breaking abstracts? ISPD will not be accepting late-breaking abstracts this year. All abstracts must be submitted be the 2 March 2020 deadline.

When will I be notified about the status of my abstract submission? Following the abstract review process, ISPD will send notifications via email (using the email address provided on the submission site) to the primary contact for the submission. Notifications will go out in early April of 2020.