

Frequently Asked Questions

Is there a fee for submitting an abstract?

No, there is no fee to submit. If your abstract is accepted, you must register for the Conference and pay the appropriate fee.

I am not able to make the deadline. Can I still submit my abstract?

Due to tight timelines, any submissions not received by the deadline will **not** be accepted. Exceptions will not be made. We encourage those submitting abstracts to do so at their earliest convenience during the over 2 months the submission site is open to avoid any last-minute issues that may arise due to a variety of reasons. Should you have missed the deadline, please do hold on to your abstract and feel free to submit them when the submission site opens for the next conference.

How do I know that my abstract submission was received?

Once you have successfully submitted an abstract you will receive a confirmation email. Also, you can view the History Log in your profile and if the abstract was successfully submitted the Message column will indicate "Status set to Submitted". Abstracts that have been saved, but not submitted, will be listed as "not submitted." Please log back into your account and change the status to submitted.

If my abstract is rejected, can I address the reviewer's concerns and ask for a new review?

All abstract rejections are final; however, you can request additional information on the review process and what led to the abstract being declined. If you prepare an abstract that follows the rules and guidelines for submission, then your abstract stands a good chance of being accepted. If you do not follow the guidelines, there is a strong chance your abstract will be rejected.

Common reasons for declining an abstract include the following:

- Information is not new enough
- Abstract duplicates other submissions
- Format does not follow guidelines (e.g., trade names, or identifiers used in body of abstract)
- Submission is poorly written overall
- Methodology is inadequate or insufficient to support conclusions
- Summary of essential results is absent or inadequate
- Data are not included or offer inadequate/insufficient support for conclusions
- Abstract was unclear, or lacked detail
- Abstract provides all background and no data

When and how will I be notified that my abstract has been accepted or declined?

Notification of abstract dispositions will be e-mailed to the main contact. If you have opted out of receiving SAWC blasts, you will not receive this notification. Also, SAWC e-blasts may go into your SPAM folders.

To ensure communication is not missed, SAWC always provides a “week of” date in which notifications will be sent out. If you do not receive e-mail notification, during this timeframe, the list of accepted abstracts can be found on the SAWC Spring, or Fall, website and also by logging back into your profile. Please allow until the end of week for the “week of” date before checking on-line or logging back into the system. Please use the on-line resources outlined above before contacting abstractsubmissions for the status of your abstract.

Will the selection committee notify all authors, or only lead authors, concerning abstract dispositions?

SAWC will only notify the main contact concerning abstract disposition. If you are not the contact person, please contact the main contact for updates.

I have registered for the conference. Do I still need to complete an “intent to present”?

Yes, although you are registered for the conference, you must complete an "intent to present". The "intent to present" is a critical component of the abstract planning process. It assures that our authors have received notification that their abstract has been accepted, as well as pertinent set up and dismantle information. The authors' failure to return the “intent to present” information will disqualify the abstract from presentation.

What are the Poster Hall Hours and Poster Set/Up and Dismantle dates?

Please refer to the abstract submission guidelines page, or your accepted e-blast email, after the indicated date for this information.

How large can my poster be?

Posters are typically displayed on 4' high x 8' wide bulletin boards. Posters can be any size up to this maximum.

I am unable to present my accepted abstract. May someone present in my place?

Yes. It is not required for the first author to attend the meeting. A co-author or any representative familiar with the work of the accepted abstract may register. It is not necessary for primary authors to notify SAWC of the change in presenter or if an alternate presenter is selected to represent the accepted abstract.

When providing the intent to present for the abstract, please implement the following steps to provide the badge number of your presenter:

1. In the “I/We Intend to Present” drop down, please choose “I/We will be attending SAWC and intend to present our abstract” option
2. In the “Representative (who will present)” drop down, choose from the list of co-authors. If your alternate presenter is not a co-author, there is an option to write in the name of the co-presenter under the “Representative (If “NOT SET”)” section
3. For the Badge ID, enter the badge number of the alternate presenter
 1. You will have to contact your alternate presenter to get their badge number
 2. The Badge ID you will utilize is your 13 digit badge number **including** dashes. Your badge number is below the QR code in your registration confirmation email. Please contact registration at 800-237-7285 if you never received a registration confirmation.

My poster was recently accepted for a poster presentation. I wish to add a co-author for the poster. How may I edit this addition?

Once your abstract has been accepted, no further revisions can be made to the abstract, or co-authors. However, you are able to add any additional authors to your poster. It is not necessary to notify SAWC of additions to co-authors on posters.

I am new at developing posters, can SAWC provide me with an example of past accepted posters?

At this time, SAWC does not have a database of accepted abstracts. If you are new to developing a poster, our educational partner, the Association for the Advancement of Wound Care (AAWC) provides a template for a quality research poster. Please visit the AAWC for more information:
<http://aawconline.org/wound-research-poster-program/>.

Where do I find my Badge ID?

The Badge ID you will utilize is your 13 digit badge number **including** dashes. Your badge number is below the QR code in your registration confirmation email. Please contact registration at 800-237-7285 if you never received a registration confirmation.

How do I confirm that I have completed all steps to ensure my registration?

You would sign back into the [abstract submission site](#) to check the status of your submission. The submitting individual needs to complete the intent to present as well as recording the Badge ID of the individual who will be presenting.

How do I determine if my submission was accepted for a poster or an oral abstract?

Individuals selected to be oral abstract presenters will be sent a separate, individual email. Individuals selected to present a poster will be sent a general email with poster instructions only. If you only receive a general email, you were not selected to be an oral abstract presenter.

Where/when will my abstract be published?

If you are selected to be a poster presenter, your abstract will be featured in our conference abstract book. This book is available to all attendees, and will be provided to them upon checking in with their conference information. The title of the abstract will be placed on our website, but the abstract book is the only physical location where accepted abstracts are printed.

In my abstract submission I selected the option to have my abstract considered for review as part of the AAWC Poster Research Grand Rounds. How do I find out if my abstract was accepted for this and how should I prepare if accepted?"

AAWC will directly notify the individual identified as the contact person in the abstract submission, via email of acceptance and this is what you can expect:

- The main contact person will be notified by email and asked to send a ppt or pdf copy of their research poster to a member of the Research Task Force subcommittee for peer review and critique.
- The research poster critique is not linked in any way to the poster awards - that is handled by a different committee.
- The AAWC research poster critique process requires you to send a copy of your poster to a Research Task Force team member by a deadline date set a few weeks before the SAWC conference. This is to give adequate time for the peer review process.
- If we do not receive a copy of your poster by this date, we will not include it in our Research Poster Critique or consider it for inclusion into the Research Poster Walking Grand Rounds.
- If we receive your poster pdf by the deadline, members of our AAWC Research Task Force will review your poster following a research critique guide (a template is available online) and provide you with a written critique of your poster at the SAWC Conference.
- Your research poster will also be eligible for inclusion in a walking critique and review during SAWC Research Poster Walking Grand Rounds.
- During the Walking Grand Rounds, members of the AAWC Research Task Force will be walking with a group of conference attendees around the poster hall and reviewing selected posters, pointing out good examples of research poster compositions and some areas for improvement, if applicable.

This exercise is completely educational and meant to be positive and constructive. The research investigator or poster author does not have to prepare in any way, but it is helpful (not required) if they can stand by their poster during walking rounds in case attendees have questions.