



SSR 2025 Annual Conference

Abstract Submission Frequently Asked Questions

1) When are abstract submissions due?

February 15, 2025, at 11:59 PM ET.

2) Will there be late-breaking abstracts this year?

Yes, late-breaking abstracts will open approximately 3-weeks after the original abstract's submissions due date. These submissions WILL NOT be eligible for any awards. Late-breaking submissions WILL NOT be considered for oral presentation.

3) Can I apply for an online presentation type only?

No. All submissions will be considered for in-person presentation only. All submitting authors understand that they will be required to register and attend the in-person conference.

4) Is there a word limit on abstract submissions?

Yes. The word limit for the abstract is 550 words. Please do not email the program organizers if your abstract exceeds the word limit, simply edit your abstract to conform to the word limit. The limit is enforced in total word count NOT characters. Statements of financial support should be accounted for in the 550-word limit.

5) What should I do before I begin my abstract submission?

You should review the [sample abstract document](#) to understand the REQUIRED formatting for your abstract submission. You should also collect the full names, email addresses, and primary organizations with city and country for each co-author. You MUST include the required contact information for each co-author at the time of submission. You should also prepare a PDF file of your abstract for upload, as the collection process will prompt you to submit your abstract in two formats – once in a text field and once as a PDF file.

6) Why do I have to submit my abstract using both text fields and a PDF file upload?

While this requirement may seem redundant, it has a purpose. By submitting your abstract in the required text fields during the submission process, you will allow the business office and reviewers to see your various text fields in different, sortable reports. By submitting your abstract as a PDF, you will provide the business office and reviewers with a clean and controlled view of your properly formatted abstract as it should appear in published materials. The PDF

document will also serve as an additional layer of quality assurance, helping to identify any rich text errors that you may have overlooked during the text field input phase of this process.

7) Why do I have to submit my author information and co-authors in a text field and as a separate task?

While this requirement may seem redundant, it has a purpose. By entering your author information at as a text field in during the abstract submission step, along with the details provided in the preceding step of the submission process (adding individual co-author names, emails, and affiliations), you facilitate a clear and highly readable presentation of pertinent information for the reviewers. The primary objective of the preceding step is to import authors into the Cadmium portal, a prerequisite for profile updates and communications. The text-capture step is designed to assist our reviewers and future users of the conference mobile app in easily accessing the information they require during the conference.

8) How many co-authors can I include in my submission?

There is a limit of 25 co-authors.

9) When will I be notified of the final decision regarding my abstract submission?

Notifications for Regular Abstract Submissions will be sent 10-13 weeks after the submission deadline. Late breaking Abstract Submissions will be sent 4-5 weeks after the submission deadline.

10) Can I save my abstract submission as I go, or do I need to complete it all at once?

The submission will prompt you to complete various tasks. You must save your progress with each task. However, your entire submission can be accessed and edited at a later time, should you choose to complete it in parts.

11) Can I edit my abstract after I submit it?

Yes, you will be able to edit your abstract even after it is submitted ONLY up until the submission call close date. After the Call Closes, **you will no longer be able** to edit your submission abstract.

12) How do I withdraw my abstract?

If an abstract must be withdrawn, written notice of withdrawal—signed by the presenting author—must be submitted (by e-mail) to the SSR Business Office (meetings@ssr.org). This notice must state the reason(s) for withdrawal of the abstract and attest that all authors agree that the abstract must be withdrawn. All authors will receive written confirmation of the withdrawal by e-mail.

13) Can anyone other than the first author present the abstract?

The first author must present the abstract. Any exception must be approved by the Chairs of the Program Committee no later than one week prior to the start of the meeting. Only a co-author of the abstract will be considered an acceptable replacement.

If you have any further questions, please email meetings@ssr.org.