



AIDS 2012 Abstract Submission Guidelines

Important Dates

1 December 2011

Online abstract submission opens.

15 February 2012 – 24:00 Central European Time

Abstract submission closes. Abstracts will not be accepted after this date (except for late breakers).

19 April 2012

Late breaker abstract submission opens.

22 May 2012 – 24:00 Central European Time

Late breaker abstract submission closes.

Scientific Tracks

The XIX International AIDS Conference (AIDS 2012) welcomes the submission of abstracts for original contribution to the field in the following Scientific Tracks:

- Track A: Basic Science
- Track B: Clinical Science
- Track C: Epidemiology and Prevention Science
- Track D: Social Science, Human Rights and Political Science
- Track E: Implementation Science, Health Systems and Economics

Each Scientific Track is divided into a number of [Track Categories](#). All abstract authors are requested to choose a Scientific Track and a Track Category during the submission process.

Call for Abstracts

We encourage work that introduces new ideas and/or concepts; new research findings and advances to the field, as well as analysis of both success and failure. Please read the following guidelines carefully before submitting your abstract:

- Abstracts can only be submitted online via the Conference Profile on our website www.aids2012.org; submissions by fax, post or email will not be considered.
- All abstracts must be written in English.
- It is the author's responsibility to submit a correct abstract. Any errors in spelling, grammar or scientific fact in the abstract text will be reproduced as typed by the author. Abstract titles will be subject to a spell check if the abstract is selected for presentation.



Late Breaker Abstracts

A small number of late breaker abstracts will be accepted to be presented orally or as posters at the conference. The percentage of abstracts selected for late breakers will depend on the number of submissions, but selection will certainly be more rigorous than for regular abstracts. Therefore, if at all possible, abstracts should be submitted by the regular deadline and the late breaker format should be reserved for data that is indeed not available before 15 February 2012. The same submission rules apply for the late breaker abstracts as for the regular abstracts, but each presenting author may only present one late breaker abstract at the conference. The late breaker abstract submission will be open from 19 April to 22 May 2012.

Questions?

- For technical questions regarding the abstract submission system, please contact the abstract support team at abstracts@aid2012.org.
- Questions regarding the content of the abstract should be addressed to the Abstract Mentor Programme at mentor@aid2012.org.

Policies for Abstract Submission

Resubmission Policy

An abstract which has been previously published or presented at a national, regional or international meeting can only be submitted provided that there are new methods, new findings, substantially updated information or other valid reasons for submitting that can be provided by the author.

If preliminary or partial data has been published or presented, the author is required to indicate the details of the publication or presentation as well as the reasons for submitting the abstract to AIDS 2012. This information will be considered by the Scientific Programme Committee when making final decisions.

If the author neglects to indicate the details of when and where the preliminary or partial data has been published or presented and the reasons for resubmitting (new methods, new findings, substantially updated information or other valid reasons), and if evidence of previous publication or presentation is found, the abstract will be rejected.

Plagiarism

The conference organizers regard plagiarism as serious professional misconduct. All abstracts are screened for plagiarism and when identified, the abstract and any other abstracts submitted by the same author are rejected. In addition, the submitting author's conference profile and any other related activity (registration, scholarship application etc.) are cancelled. The author will not be allowed to participate in future International AIDS Conferences.



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Co-Submission

AIDS 2012 may negotiate co-submission of abstracts to certain affiliated independent events. Visit www.aids2012.org for updated information.

Ethical Research Declaration

The conference supports only research that has been conducted according to the protocol approved by the institutional or local committee on ethics in human investigation. Where no such committee exists, the research should have been conducted in accordance with the principles of the Declaration of Helsinki of the World Medical Association. The AIDS 2012 Scientific Programme Committee may enquire further into ethical aspects when evaluating the abstracts if indicated.

Conference Embargo Policy

In the case of AIDS 2012, as with most scientific/medical conferences, all conference abstracts are released to delegates under a strict embargo policy. A detailed breakdown of the embargo variations for different types of abstracts is available below.

Oral Abstracts

Information about the oral abstracts may not be published or presented before the start of the session at AIDS 2012 in which the abstract is being presented.

Oral Poster Discussion Abstracts and Poster Exhibition Abstracts

Information about the oral poster discussion and poster exhibition abstracts may not be published or presented before 15:00 (US Eastern Standard Time) on Sunday, 22 July 2012.

Embargo Breaks for Reporters

Breaking of the embargo policy by a reporter leads to:

- Immediate suspension of the reporter's media conference credentials
- Immediate barring of the reporter from the meeting premises
- Removal of the reporter's name from the IAS Media Distribution List for one year
- No access to the next International AIDS Conferences and IAS Conferences

If in any doubt, please contact the AIDS 2012 communications team at media@aid2012.org.

Abstract Submission Process

Conference Profile

Before submitting an abstract, a Conference Profile needs to be created. One or several abstracts can be submitted from the Conference Profile. After an abstract has been created, modifications can be made until the submission deadline.

The final deadline to submit the abstract is **15 February 2012, 24:00 Central European Time**.

Choosing a Track Category

The [Track Category](#) is the general heading under which the abstract will be reviewed and later published in the conference printed matters, if accepted. The Track Category which best describes the subject of the abstract should be chosen.

Abstract Structure

Abstracts in all Tracks and without exception should be structured as follows:



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Background: Indicate the purpose and objective of the research, the hypothesis that was tested or a description of the problem being analyzed or evaluated.

Methods: Describe the setting/location for the study, study design, study population, ethical considerations, data collection and methods of analysis used.

Results: Present as clearly and detailed as possible the findings/outcome of the study, with specific results in summarized form.

Conclusions: Briefly discuss the data and main outcome of the study. Emphasize the significance for HIV prevention, treatment, care and/or support, and implications of the results.

Disaggregated Sex and Other Demographic Data in Abstracts

Authors are strongly encouraged to provide a breakdown of data by sex and other demographics such as age, geographic region, race/ethnicity, and/or other relevant demographic characteristics in submitted abstracts. Your abstract should include the number and percentage of men and women (and additional breakdown by gender and/or ethnicity if appropriate) that participated in your research or project, and results should be disaggregated by sex/gender and other relevant demographics. Analyses of any gender based differences or any other differences between sub-populations should be provided in the Results section, if relevant.

Font

A standard font, e.g. Arial, should be used when formatting the text. This helps to prevent special characters from getting lost when copying the text to the online abstract submission form. Ensure to check the final abstract with the system's preview function before submission, and edit or replace as necessary.

Word Limits

The abstract text body is limited to 300 words. Titles are limited to 50 words. A maximum of three tables and three graphs/images may be included. Tables and graphs/images (in JPG, GIF or PNG format) do not count toward the character limit.

Suggestions

- Abstracts should disclose primary findings and avoid promissory statements such as “experiments are in progress” or “results will be discussed”.
- If English is not your native language we recommend that you have your abstract reviewed by a native speaker before submission.
- The conference offers an Abstract Mentor Programme for less experienced submitters. Please see further information below.

Submission Confirmation

When an abstract has been submitted, a confirmation email will be sent to the abstract submitter. In order to receive this important communication, please ensure that emails sent from abstracts@aid2012-abstracts.org are not considered as spam by your email provider.



Support Programmes

Abstract Mentor Programme

The goal of the AIDS 2012 Abstract Mentor Programme is to provide an opportunity for young and/or less experienced abstract submitters to have their draft abstracts mentored by more experienced authors before submitting their abstract to the conference.

For more information please visit <http://www.aids2012.org/Default.aspx?pageId=464>.

Scholarship application process

Abstract authors interested in applying for a scholarship must complete a full scholarship application, available through your Conference Profile from 8 December 2011 to 15 February 2012.

For more information please visit www.aids2012.org.

Abstract Review and Selection Process

Abstract Review

All submitted abstracts will go through a blind peer-review process carried out by an international reviewing committee. Each abstract will be reviewed by at least three reviewers.

Abstract Selection

The Scientific Programme Committee makes the final selection of abstracts to be included in the conference programme. Abstracts can be selected for oral presentation in Oral Abstract Sessions or to be presented as a poster. A small number of highest-scoring posters are selected for presentation in Oral Poster Discussion Sessions, whereas majority of the posters will be displayed in the Poster Exhibition.

Notification of Acceptance or Rejection to Corresponding Author

Notification of acceptance or rejection will be sent to the submitting (corresponding) author early April 2012. Please note that only the corresponding author will receive mail concerning the abstract and is responsible for informing all co-authors of the status of the abstract. Authors whose abstracts have been accepted will receive instructions for the presentation of their abstract. In order to receive these important communications, please ensure that emails from *abstracts@aid2012-abstracts.org* are not considered as spam by your email provider.

Rule of Two

Each presenting author may present a maximum of two abstracts at the conference. The number of submissions is however not limited. Should an author have more than two abstracts accepted for presentation, a co-author must be named as presenting author for one or more abstracts.

Publication of Accepted Abstracts

Your abstract, if accepted, will appear in its full form in the abstract book and on the Abstract CD-ROM as well as on the conference and IAS websites. The Abstract CD-ROM will be distributed to all registered delegates at the conference.