



## POSTER ABSTRACT SUBMISSION GUIDELINES

- Poster and oral presentation submissions are accepted as the major forms of scientific communication at the ASHS Annual Conference. All abstracts, regardless of their presentation method, are subject to the same rules for submission and presentation.
- Abstract length is limited to 400 words. If your abstract is longer, the system will instruct you to reduce the number of characters before you can continue the submission process. Please use title casing, capitalizing only the first letter in each word. If you are pasting your abstract text into the submission site, please note that special characters and scientific symbols may cause translation problems.
- **Do not repeat the abstract title or authors in the abstract text field.** Review your submission carefully.
- Presentations must be made in English, as no translation service will be available.
- The Presenting Author for each abstract submitted must be clearly identified at the time of abstract submission.
- Please be sure to list ALL authors at the time of submission.
- Abstracts should be informative. Those suggesting that the work is not yet completed will be rejected.
- A non-refundable abstract submission fee of \$25 is due and payable at the time of abstract submission. All abstract submission fees must be received by March 15<sup>th</sup> or your abstract will be withdrawn and not be submitted for review by the ASHS Technical Program Committee.
- Accepted Poster submissions will be organized by the Technical Program Committee into group subject matter based on preference indicated by the submitter. However, the committee has full authority to reassign papers to appropriate poster sessions.
- The Technical Program Committee will accept or reject a presentation upon evaluation of the title and the abstract. Rejection of a presentation by the Technical Program Committee is final.
- An individual cannot submit the same material for two different talks. The author must choose either a Poster or an Oral presentation. Only one presentation is allowed per person using the same data. If you intend to submit both a Poster and an Oral, the content of the material discussed must be different for each presentation with clearly different abstracts.
- Changes to submitted abstracts can be accepted (including presenting author's name) until May 1st. Please list ALL authors at the time of submission. Due to overwhelming requests in recent years, *any requests for modifications such as adding additional authors, changing data, or changing the presentation type from Oral to Poster or vice versa after May 1<sup>st</sup> will be*

*accommodated by withdrawing the original submission and having the author resubmit the abstract. This will incur an abstract fee for the new submission.*

- No paper will be presented at the ASHS Annual Conference that has been given previously in another scientific society meeting or that has appeared in print prior to the ASHS Annual Conference.
- You may submit an unlimited number of abstracts for presentation. However, **please do not submit the same abstract multiple times.**
- Abstract submissions accepted by the Technical Program Committee will be published in the Program of the Annual Conference ONLY if the presenting author is **registered and paid in full by May 11th**. If the presenting author is not registered and paid in full by this date, ASHS will remove the abstract from the Program.
- Once accepted, **Poster presenters are required to submit the following:**

1. A **high-resolution PDF file of their Poster** to be published on App/Conference Program. Deadline for the Poster PDF submission is July 15, 2023.

(Note: Creating an E-Poster with video and audio is optional this year. If you choose to create one, the E-Poster will be published on the App/Conference Program instead of the PDF.)

2. A **Summary Slide** to be projected in the meeting room and used for your presentation. To help you prepare this Summary Slide, ASHS will provide a template. This summary can be uploaded by July 22<sup>nd</sup> or brought to the Conference on an USB.

- There will not be a physical poster hall at the Conference. Please do not bring a printed version of your poster to the conference.
- Presenters will be given a total of 6 minutes for their presentation and Q&A. They will give a 3-minute summary (using the Summary Slide) and take 2 or 3 questions. At the completion of the allotted 6 minutes, the moderator will move to the next speaker.
- The 2023 ASHS Annual Conference will be presented in person in Orlando. There are no virtual presentation options available. Therefore, all Poster presenters must plan to attend the Conference in person and make their presentations in person at their scheduled time.
- All Poster Sessions will be recorded, and the individual uploaded PDF will remain intact and archived in the online ASHS Program.
- **Only the abstracts of *presented\** papers will be published in an online supplement to *HortScience* in the fall of 2023.** The supplement will be posted on the ASHS online journal site. The file will be open access and paginated as a supplement, with each page number beginning with "S".

The proper citation format for the abstracts is given in the example below:

Smith, A.B. and C.D. Jones. 2010. Cold hardiness of peach trees as affected by cultural practices. *HortScience* 45(8):S234. (Abstr.)

\* The Oral or Poster papers must be presented (i.e., the presenting author must be registered/attend the conference in Orlando and present his or her work during the assigned presentation time), or the abstract will be pulled from the Program and from the online supplement to *HortScience*.