ORAL ABSTRACT SUBMISSION GUIDELINES

- Oral and E-poster presentation submissions are accepted as the major forms of scientific communication at the 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 All abstract submission fees must be received by March 15th or your abstract will be withdrawn and not be submitted for review by the ASHS Technical Program Committee.

- Accepted Oral submissions will be organized by the Technical Program Committee into group subject matter based on preference indicated by the submitter. However, the Technical Program Committee shall have full authority to assign papers to appropriate Oral 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 an E-poster or an Oral presentation. Only one presentation is allowed per person using the same data. If you intend to submit both an E-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 submissions. 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 E-Poster or vice versa after May*

1ˢᵗ 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 <u>ONLY</u> 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.

- The 2022 ASHS Annual Conference will be presented in person in Chicago. There are no virtual presentation options available. Therefore, all Oral presenters must plan to attend the Conference in person and make their 15-minute presentations in person at their scheduled time. There will be no requirement or opportunity for pre-recording or uploading of presentations. All presentations must be made LIVE.

- All Oral presentations will be recorded, with the permission of the presenters, and be made available post-Conference to registered Conference participants.

- **Only the abstracts of *presented** papers will be published in an online supplement to *HortScience* in the fall of 2022.** 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 E-poster papers must be presented (i.e., the presenting author must be registered/attend the conference in Chicago 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*.