Welcome to the ObesityWeek 2016 Call for Abstracts submission website for The Obesity Society's 2016 Annual Meeting

Please read the information below and then select "My Abstracts" from the above menu to your left to begin.

1. **SUBMISSION WEBSITE:** Abstracts may be submitted here:  

2. **DEADLINES:**  
   - The deadline for electronic submission for abstracts is **Monday, May 2, 2016 at 12:00 PM EST**.  
   - The deadline for completion and submission of all co-author Disclosure of Conflicts of Interest (COI) is **Wednesday, June 1, 2016 at 12:00 PM EST**. All COIs for co-authors associated with an abstract must be submitted by this date otherwise the abstract will be withdrawn and cannot be sent for review.

3. **ABSTRACT LIMIT:** There are no restrictions on the number of abstracts you may submit or on the number of accepted abstracts you may present at the Annual Meeting. There is a **$65 non-refundable** submission fee per abstract. Payment must be successfully received prior to submitting your abstract for review.

4. **WORD LIMIT:** There is a limit of 2000 characters per submission (this translates to approximately 250 words for the text of your submission). Spaces will count towards the character limit. The title field and author information are not included in the character count.

   Fields will be provided for Background, Methods, Results, and a Conclusion. You may enter as many characters as you choose per field. You will be advised of your character count usage as you enter your information into the four fields as you move through the form. Be sure to save your work before moving on to the next step.

5. **TITLE AND BODY:** Please enter the required information into each specifically identified field (Title, Background, Methods, Results, and Conclusions). Do not put your title in quotation marks or use all capital letters. You may copy and paste your text into the appropriate sections.

6. **SPECIAL CHARACTERS and FORMATTING:** The submission system will render special characters when typed directly into your abstract fields.

   If you choose to copy text into the abstract body, please do so from a plain text editor,
not from a word processing program (like Microsoft Word). This will insure any special characters in your abstract are preserved. As a final step, please look over your abstract body carefully in the proof to confirm that any special characters are displaying properly.

7. **TRACK and PRESENTATION TYPE**: You will be asked to select the appropriate track and sub-track using the drop-down menus. If you are uncertain of your track, you may choose "None Selected" and the Program Committee will assign it appropriately.

   Please consider submitting your abstract even if you believe that it does not fit into one of the specific tracks. The track list is not exhaustive and all abstract submissions are welcome.

   The abstract tracks for 2016 are as follows:
   - Metabolism and Integrative Physiology
   - Neuroscience
   - Intervention and Clinical Studies
   - Population Health
   - Policy

   You will also be asked to select the preferred presentation type for your abstract either “Poster Presentation or Oral Presentation” or “Poster Presentation Only”.

8. **AUTHORS, INSTITUTIONS/AFFILIATIONS**: Please enter all authors in the order they should appear in the heading of the abstract. If you (the Submitting Author) are not the Presenter on a submission, you will need to provide contact information on the Presenter. You will be asked to enter each author one at a time. Be sure to have the institutional affiliations available for your authors.

   Be sure the email address of each of your co-authors is entered correctly otherwise the messages that are sent with important information related to completion and submission of your abstract will not be received and may lead to your abstract being withdrawn for being incomplete.

9. **DISCLOSURES**: All co-authors will receive an email requesting they complete a disclosure of conflicts of interest form. Abstracts cannot be finalized and submitted until all authors have completed their disclosure form.

   It is the submitting author’s responsibility to make sure all co-authors associated with the abstract complete and submit their disclosure form.
10. **KEYWORDS:** Up to 3 keywords may be selected. You are required to select at least 1 keyword.

11. **GRAPHICS:** The Obesity Society accepts text only abstracts; tables, graphs, or other images may not be submitted.

   If any type of table, graph or image is submitted, it will be removed and not included as part of the abstract submission and review process.

12. **PREVIOUSLY PUBLISHED ABSTRACTS:** Abstracts must contain new data that has not been previously published or presented elsewhere. In some cases, previously reported data will be included in the abstract for descriptive purposes, but the focus of the abstract must be on new data.

13. **PROOFING YOUR ABSTRACT:**

   From the “My Abstracts” page of the submission mechanism you will find 5 icons for “Edit”, “Edit Authors”, “Proof” “Submit to TOS for Review” and “Withdraw this Submission”. Select the icon for whichever action you would like to perform. Carefully check and proof your abstract. Make sure all special characters and formatting are displaying properly. If you find errors, select the “Edit” button at the bottom of the page so that you are returned to the correct page to make your corrections.

14. **COMPLETING YOUR SUBMISSION:** When all required information is entered, you may submit your abstract. If there is any missing information, an error will appear asking you to go back and complete any required fields. You may save your abstract as a “Work in Progress” without completing the required fields and come back into the system to finish at a later time.

   When you are ready to submit your abstract, be prepared to input credit card details for payment of the submission fee. Once the fee is successfully processed, you must click on the link provided on the submission confirmation page to complete the final step of the submission process. If this final step is not completed, the abstract will remain as pending and will not be considered final and submitted.

15. **SUBMISSION FEE:** The fee for submitting abstracts for ObesityWeek 2016 is **$65 per abstract. The fee is non-refundable.** The fee is not refunded for withdrawn submissions

16. **EMBARGO POLICY:** No abstract or presentation may be announced, publicized, or distributed before the embargo date. This applies to all formats of abstract publication—including the ObesityWeek 2016 Abstract publication, online via the Society’s Web site, and other presentations.
17. **ABSTRACT REVIEW:** All submitted abstracts will be peer reviewed by TOS abstract reviewers and by members of the TOS Program Committee.

18. **INCOMPLETE SUBMISSIONS:** Abstracts remaining in "draft" form after the submission deadline will not be reviewed or accepted by the Program Committee. Please make sure all completed abstracts have been submitted, paid and all authors have completed their disclosure of conflicts of interest by the deadline date.

19. **ABSTRACT ACCEPTANCE/DECLINE:** Abstracts may be accepted for presentation during the Annual Meeting as either posters presentations or oral presentations. Notifications will be emailed by September.

20. **WITHDRAWALS:** Accepted abstracts will be published in the OW abstract book. Withdrawal requests will not be accepted.

21. **MEETING REGISTRATION:** Presenters of accepted abstracts will need to register to attend ObesityWeek; registration fees are separate from abstract submission fees. You may register and make your hotel reservations at the ObesityWeek website, www.obesityweek.com.

22. **TECHNICAL SUPPORT:** If you have any difficulty with the submission process click the "Feedback and Support" tab to the right of each page to enter a support ticket.

23. **SUBMISSION OR MEETING QUESTIONS:** If you have questions regarding the submission criteria or questions about the Annual Meeting, please contact the Society Administrator at annualmeeting@obesity.org.

We do not recommend trying to complete and submit the required form on a mobile device. It is best to complete the submission on a traditional desktop or laptop computer.