



2024 WAHQ Annual Conference Abstract Information Sheet

Abstract Eligibility

- Work submitted for presentation should not have been reported previously in an archival scientific publication, either as an article or as an abstract, at the time of submission.
- Abstract submissions must be received by the WAHQ Board of Directors no later than midnight Central Time (CT) Friday, October 4, 2024.

Conference Registration Fees: Once an abstract is reviewed *and* approved by the WAHQ Board of Directors, authors will be eligible for the early registration rate even after other standard or late registration rates apply.

Responsibility of Abstract Authors

- The first author listed for each abstract serves as the Presenting Author and is the primary contact for all correspondence regarding the abstract. The Presenting Author is responsible for the following:
 - Ensuring that all authors have read the abstract and agreed to be co-authors.
 - Notifying all co-authors of any additions, deletions, and changes to the program, as may be communicated by the WAHQ Board of Directors.
 - Obtaining all or required conflict-of-interest disclosure information from co-authors.
 - Making certain that abstracts are complete (tables included and labeled) and written in clear, concise, and grammatically correct English, so that reviewers are able to focus solely on the scientific merits of the submission. For authors with any question regarding the clarity, grammar, or spelling of their abstract, we encourage identifying and using an independent reviewer to edit the abstract prior to submission.
 - Ensuring that he/she will be available to respond to questions regarding the abstract. If that is not the case, the authors should choose an alternative Presenting Author.
- Each abstract author agrees and certifies that he or she:
 - Has read all the rules and agrees to be bound by them.
 - Is responsible for submission of the abstract in accordance with the rules and waives any and all claims against WAHQ and any reviewer arising out of, or relating to, the abstract submission and review process including but not limited to peer review and the grading of abstracts.

Abstract Review: Abstracts are peer reviewed on their scientific merits and according to applicability to the WAHQ Annual Conference theme and objectives. WAHQ reserves the right to make minor editorial grammatical/spelling changes if required for clarity of presentation.

Copyright: Authors assign copyright of the abstract to WAHQ upon submission, unless one of the authors is a U.S. Federal employee. This means that the identical abstract may not be republished



or submitted to another meeting; however, WAHQ may grant permission for reuse of abstract content on behalf of the association. Authors can request to re-use an abstract by applying to the WAHQ Board of Directors.

Abstracts Submission and Publication

- Only when the abstract is complete and in final form should it be submitted, along with any attachments, using the 2024 WAHQ Annual Conference Abstract Submission Form (available on the [WAHQ Event Page](#)).
- All accepted abstracts will be published as a supplement to the 2024 WAHQ Annual Conference and distributed to conference attendees and active 2024 WAHQ members via an electronic “Book of Abstracts”.

Eligibility: If an abstract is accepted, each author will be eligible for one early registration rate even after standard and on-site registration rates apply. This rate is non-transferable to other conference attendees or to future conferences.

Character Count: There is a limit of 5000 characters (approximately 600 words) for the body of the abstract. Note that this character count does not include spaces, the abstract title, and names, credentials, and organizations or the authors but does include the space allocated to tables. Figures are not included in the character count.

Attached Figure: Authors may include up to three (3) figures or images with your abstract - all figures and images must have titles. Words in that image or figure are not deducted from the total character count.

Multiple Abstracts: There are no restrictions on the number of abstracts that may be submitted by an author, however only one early registration rate will be available to each author and are non-transferable.

Notification: Decisions on abstract acceptance /rejection will be communicated by midnight CT, October 11, 2024. Notification will be sent by e-mail to the Presenting Author listed on each abstract.