



## Guidelines for the preparation of paper and poster presentation abstracts

The deadline for the submission of abstracts is **31 July 2025**. All submitted abstracts will proceed to peer review on this date. Accepted abstracts will be included in the published meeting documents to be provided on the Society's website. A selection of the best abstracts will be published in The Breast journal.

The Executive Committee reserves the right to accept or reject abstracts on the basis of clinical and/or scientific content and will select the best abstracts for oral presentation based on scientific merit. All registrants will be advised accordingly on **19 August 2025**. Those selected and invited for oral presentation will be listed in the scientific program.

Abstracts not following the guidelines will not be considered.

### SUBMISSION OF ABSTRACT

#### Abstracts Categories

The abstract will be submitted online under one of the following categories:

- Screening & Prevention
- Breast Imaging
- Pathology
- Molecular Assays
- Surgery & Reconstruction
- Radiation Oncology
- Medical Oncology
- Palliative care
- Patient Care & Survivorship

#### Size and presentation

Each abstract:

- Should contain a maximum of 300 words (excluding references)
- May have up to 2 references
- Must be typed single-spaced in 11-point Arial
- Must be free of typographical and grammatical errors
- Acknowledgements should NOT be included in abstract or poster

#### Title

The title should be brief and state clearly the nature of the presentation and a maximum of 27 words.

#### Authors' names

Authors should be listed by surname and initials, with the presenting author's name marked with an asterisk (\*). Degrees, titles and awards are not to be shown.



## Department of origin

Immediately following the authors' names, type the department of origin, institution, city, state, country of author.

## Body of abstract

Use the following headings:

- Background and purpose
- Methods
- Results
- Conclusions
- References (maximum of two)

## Abbreviations

Standard abbreviations may be used for common terms only. For uncommon terms, the abbreviations should be given in brackets after the first full use of the word.

## Abstract submission

Abstracts must be submitted online via the online portal.

Please provide TWO copies of your abstract as Microsoft Word files.

- Copy 1: Full copy of abstract (for publication purposes if selected)
- Copy 2: De-identified copy – please remove all author names and details (for judging purposes). Please use the letter DI at the beginning of this file name e.g. DI metastatic disease.docx

## TYPE OF PRESENTATION

The final decision on the presentation type will be made by the Organising Committee. A small number of abstracts will be selected to be presented as oral presentations.

**Oral presentation:** The abstract will be scheduled for presentation in a designated session during the scientific program. The number of oral presentation slots is limited.

**Poster presentation:** The abstract will be selected for presentation in poster format. Posters will be on display throughout the meeting.

## Paper presentations

Presentations will be 7 minutes each. There will be an allocated discussion time after each group of 4 papers are presented.

## Poster presentations

- Prepare and bring with you to the meeting all components of your poster.
- The poster must include a heading panel as shown in the diagram.
- Dismantling of posters is the responsibility of the presenter.



Poster Board 1.0 m x 1.0 m – maximum size

Title						
Authors						
Department or institution, city, state and country						
Objective	Methods					
	<table border="1"> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table>					
Results						

#### After submission

- Submitting authors will be notified as to whether their abstract has been accepted for either an oral or poster presentation as well as the date and time of oral presentations.
- Any change in the presenting author needs to be communicated in the form of a written statement to the ASBD meeting secretariat.
- If the original presenting author is unable to present the abstract, it is that person's responsibility to ensure that one of the co-authors takes over the role and to advise the ASBD meeting secretariat.

#### Terms and Conditions

- Submitting authors will be notified as to whether their abstract has been accepted, as well as the date, time and type of presentation.
- Accepted abstract presenters must register and pay their registration fees by the deadline date noted in the letter of acceptance.
- If payment is not received by the deadline date (or is received after the deadline date), the abstract(s) will be automatically withdrawn and will not appear in the meeting program and abstract book.
- If an abstract is accepted for presentation at the ASBD 14th Scientific meeting, the submitter agrees to give ASBD the option to publish the abstract in the meeting program and app and on the ASBD website, and in *The Breast* journal.
- Any change in the presenting author needs to be communicated in the form of a written statement to the ASBD meeting secretariat at [kerry@asbd.org.au](mailto:kerry@asbd.org.au)
- If the original presenting author is unable to present the abstract, it is that person's responsibility to ensure that one of the co-authors takes over the role and to advise the ASBD meeting secretariat.