



General Presentation Guidelines Southern Region Burn Conference

Submission deadline for abstracts is on or before **April 22, 2026, 11:59 pm CT.**

All submissions must be made using the online form. You must create an account or use an existing account. When creating a new account, use Subscriber.

- *Submission of an abstract constitutes a commitment by the author(s) to present if accepted. Acceptance of oral or poster presentation followed by no-show without cause and notification can result in a one year suspension of presenting privileges for the burn center.*
- **Limitations:** Submissions are limited to individuals, educational facilities, and hospitals. Commercial posters or presentations of any type are **NOT** permitted.
- Content prepared or presented by an employee or agent of an Accreditation Council for Continuing Medical Education (ACCME)-defined ineligible company (eg, pharmaceutical or device company) is not eligible for submission or presentation, as this is an accredited CME activity.
- QR Codes not allowed in oral slide presentations. QR Codes may be used for physical printed posters. No advertisement, corporate logo, trade name or a product-group message allowed.
- By entering, each participant agrees to be bound by the rules set and the decisions of the judges and SRBC and SMA. In the event of a conflict, decisions of SRBC and SMA are final.
- **Notification:** Upon approval by the Selections Committee, the presenting author will be notified by email of acceptance. Notification will be sent in late May. It is the responsibility of the presenting author to notify additional authors of abstract acceptance.
- **Length of oral presentation:** Oral presentations will be 15-minute podium presentations with 10 minutes for presentation and 5 minutes for questions from the audience.
- **Conflicts of Interest / Disclosure:** Work submitted for presentation must include acknowledgement of relevant financial relationships with commercial interests (if applicable) for ALL authors. Conflicts of Interest must be resolved prior to presentation.

Abstract Preparation

Before you begin, prepare the following information:

- Presenting Author Name and degree(s)
- Presenting Author Affiliation details: academic title, department, institution, city, state
- Presenting Author Email address
- Presenting Author Phone number
- Presenting Author Full postal address
- Presenting Author Affiliation details: academic title, department, institution, city, state
- Presenting Author Disclosure Information (including off-label discussions)
- Co-author(s) name(s) and degree(s)
- Co-author(s) Affiliation details: academic title, department, institution, city, state
- Co-author(s) Disclosure Information
- Abstract title – limited to 25 words
- Abstract text – no limitation on words

Abstracts should clearly state:

- Introduction/Background (knowledge gap)
- Methods/Design
- Results/Findings
- Conclusions/Implications
- 2 -3 learning objectives

USE GENERIC DRUG NAMES

Trade names **must not** be used in the title or body of the abstract. If a trade name must be used, include trade names from multiple companies rather than a single company's trade name.

Questions regarding submissions should be directed to abstracts@sma.org or call (800) 423-4992, ext 507.

Publication

Submission of an abstract acknowledges your approval for the abstract to be posted on the meeting website.

Registration Fees

Submission of an abstract constitutes a commitment by the author(s) to present if accepted. **Presenting authors must pay the applicable registration fee.**

Do not submit an abstract for consideration if your attendance at the conference is not approved or is questionable.

FAQs

Question: Who may submit and present an abstract?

Answer: Any discipline may submit an abstract.

Question: May I submit more than one abstract?

Answer: You may submit NO MORE THAN 2 oral abstract and NO MORE THAN 2 poster abstract.

Question: May I submit/include tables, figures, charts, or photographs/images with my submission?

Answer: Yes. These will need to be uploaded via the application.

Question: May I submit/present my abstract elsewhere if accepted for presentation at an SMA meeting?

Answer: SMA's policy is that abstracts presented during SMA events can be submitted and/or presented elsewhere with permission from SMA. make sure to check with the organization and let them know that your abstract has been submitted elsewhere, and/or previously presented.

Question: May I submit an abstract that has been previously presented elsewhere?

Answer: An abstract is ineligible for consideration if it reports work that has been accepted for publication as a manuscript (e.g., full-length article, brief report, case report, concise communication or letter to the editor) prior to the SMA submission deadline, UNLESS written permission has been given from the entity that first published the work and the permission is submitted to SMA at education@sma.org at the time of submission.

Question: I made an error on my submission. May I correct it?

Answer: At this time, after the submission deadline, no changes can be made. If before the deadline you realize there is an error, please email SMA staff: abstracts@sma.org. Include the presenting author's name, and the abstract title. You may re-submit the abstract reflecting the necessary corrections if the abstract, in its entirety, is submitted before the deadline.

Question: Since submitting, I am now unable to present my abstract. May I designate a substitute?

Answer: Yes, as long as the person is listed as a co-author on the abstract and agrees to present in the accepted format. Please email SMA Staff: abstracts@sma.org, and include: Your name, the abstract title, and the designee's name and email address. The

co-author will be required to register and pay the registration fee no later than 3 business days prior to the conference.

Question: How soon will I know if my abstract has been accepted?

Answer: Once the review process is completed, the presenter will receive notification via the email provided at the time of submission.

Question: Do I have to be an SMA member to submit?

Answer: No, but you do have to create an account as a Subscriber or use an existing account.

Question: Who do I contact if I have any questions?

Answer: You may ask your questions by emailing abstracts@sma.org.