

Registration

- Opening:** Registration and abstract submission opens on **December 22nd, 2021**.
Closing: Registration closes on **April 6th, 2022**.

Enter your details on the registration page for the conference in the following manner:

- **Supervisor Name (Family name, First name)**
Please no salutation, no first name diminutive, no middle names/letters, no degree/honorific titles!
*Example: Dr. Francis Sellers Collins MD, PhD, ForMemRS would be **Collins, Francis***

Abstract Submission

- Deadline:** Abstract submission is due by **February 11th, 2022**.
Title Length: 250 characters or less, including spaces.
Abstract Length: Your abstract must be 2,500 characters or less, including spaces and carriage returns.
Special characters such as equations, Greek letters, or special symbols are permitted.
List of authors or identifiable names of persons, tables, figures, images, bibliography are not permitted. Otherwise, abstracts are subjected to rejection.
- Contents:**
- I. Scientific background
 - II. The research question(s) / Hypothesis
 - III. Experimental design / Methodology
 - IV. Results
 - V. Conclusions and their implications

The abstract should be written to a general audience from different disciplines. Your abstract can be one that you have previously submitted (e.g., conference submission, Postbac poster day, or the FARE award) if it follows the above guidelines. Every presenter should submit their own single abstract – **no duplicate abstract submissions are allowed**.

Selection of Oral Presentation and Elevator Talks

Eligibility

- All NIDDK fellows and FTEs are encouraged to present at the conference.
- **To take part in the competition for award, you must be an NIDDK fellow and agree to judge one of the sessions at the conference!**

Selection:

Abstracts selected for an oral presentation/elevator talk will be judged based on the following content:

- Does the scientific background provide enough information to support the scientific question?
- Is the research question clearly described, based on existing data, and important to the field?
- Is the experimental design clearly described, and does it lead to the researcher's arguments?
- Are the results stated clearly and do they lead to the researcher's conclusions?

Travel Awards for Fellows' Presentation

9 travel awards in the amount of \$1000 each will be awarded to:

- 2 highest-scoring oral presentations (across both days)
- 1 highest-scoring elevator talk
- 6 highest-scoring poster presentations (3 from each day)

2 honorary (non-monetary) awards will be given to the second and third highest-scoring elevator talk presenters.

Postdoctoral/research/clinical fellows and predoctoral/postbaccalaureate fellows presenting **posters** will compete in separate categories:

- 2 awards will be granted to the highest-scoring poster presentations by two postdoctoral/research/clinical fellows from each session
- 1 award will be granted to the highest-scoring poster presentation from a predoctoral/postbaccalaureate fellow from each session

Winners will be announced at the virtual ceremony at the end of the conference. [Presenters are strongly encouraged to attend the ceremony.](#)

Eligibility Criteria for the Competition:

- **Must be an NIDDK fellow.**
- Must give an oral, elevator talk, or poster presentation at the conference.
- **To take part in the competition for award, you must agree to judge one of the sessions at the conference!**
- You will be contacted to judge a session that you do not compete in.
- Volunteering to judge multiple sessions is appreciated but will not affect your eligibility

Oral Presentations and Elevator Talks

Keynote Speakers:

Thank you for agreeing to attend and speak at our conference

Talk Length: Maximum of **50 minutes** + **10 minutes** Q&A

Invited speakers (PIs and staff scientists):

Thank you for agreeing to give the opening talk of your designated oral session

Talk Length: Maximum of **15 minutes** + **5 minutes** Q&A

Career Consulting Event panelists:

Thank you for agreeing to share your expertise with the fellows

Talk Length: Maximum of **15 minutes** + **5 minutes** Q&A

Facilities & Expo Event speakers:

Thank you for agreeing to inform fellows about the resources at NIH

Talk Length: Maximum of **5 minutes** + **3 minutes** Q&A

Note: Speakers will have an opportunity to answer more questions during the poster session.

Selected speakers (Fellows):

Congratulations on being selected to present your work

○ If selected for oral presentation:

Talk Length: Maximum of **15 minutes** + **5 minutes** Q&A

Content: Your presentation should provide enough background to understand the research question, clearly describe the methodology employed, and show all results needed to support any conclusion(s) made. Please make sure to discuss the significance of the research question(s) and the rationale for the method(s) used.

Scoring: See rubric below for judging criteria

○ If selected for elevator talk:

Talk Length: Maximum of **3 minutes** + **NO Q&A**. The presenters will have the opportunity to answer questions during their poster session.

Content: Your presentation should be a single slide without any videos and animations. Your “elevator pitch” should be brief and conceptual; it should provide sufficient background and a clear description of the question/hypothesis. Please make sure to explain the significance of your project to a general audience. Having the data on the slide is optional. These details can be later discussed during the poster session.

Presenters are highly encouraged to attend “Elevator Pitches” workshops. The winners may be asked to represent NIDDK to participate in the [NIH Three-Minute Talks](#).

Scoring: See rubric below for judging criteria. Note that the elevator talks longer than 3 minutes will be disqualified from the award competition.

Additional information

Details regarding the oral presentation at the virtual conference will be sent via e-mail prior to the conference.

Poster Presentations

- Content:** Poster should provide (1) sufficient background to understand the research question(s) and its significance; (2) clear description of methodology; (3) results needed to support any conclusion(s) made; (4) conclusions and their implications. **Be sure to address the above points in the body of your poster and in your presentation.**
- Scoring:** See rubric for judging criteria

Additional information

Details regarding the poster presentation at the virtual conference will be sent via e-mail prior to the conference.

Moderators

During session:

- I. *Introduce speaker*
 - Keynote speakers – Formal introduction
 - Oral session speakers – Name of speaker and title of talk
 - Elevator-talk speakers – Name of speaker
 - Career consulting event – Name and title of speaker and title of talk
 - Facilities and expo session – Name and title of speaker and title of talk
- II. *Keep session time*
 - If a speaker exceeds the allocated time, interrupt politely to wrap up their presentation.
- III. *Facilitate questions*
 - Read questions in the virtual chat box to the speaker. If there are no questions from the audience, have one prepared to ask. Thank speaker/s at the end of the session and provide information about the next item on the schedule