# Annual NIDDK Scientific Conference 2022 **Rules and Guidelines**



## Registration

Opening: Registration and abstract submission opens on December 22<sup>nd</sup>, 2021.

Closing: Registration closes on April  $6^{th}$ , 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 11<sup>th</sup>**, **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) / HypothesisIII. 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**

- o All NIDDK fellows and FTEs are encouraged to present at the conference.
- o <u>To take part in the competition for award, you must be an NIDDK fellow and agree to judge one</u> 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?

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## **Travel Awards for Fellows' Presentation**

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

- o 2 highest-scoring oral presentations (across both days)
- o 1 highest-scoring elevator talk
- o 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.

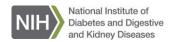
Postdoctoral/research/clinical fellows and predoctoral/postbaccalaureate fellows presenting **posters** will compete in separate categories:

- o <u>2 awards</u> will be granted to the highest-scoring poster presentations by two postdoctoral/research/clinical fellows from each session
- o <u>1 award</u> 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:**

- o Must be an NIDDK fellow.
- o 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!
- O You will be contacted to judge a session that you do not compete in.
- O 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

## o 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

### o If selected for <u>elevator talk</u>:

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 <u>NIH</u>

**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.

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### **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