

## **Abstract Submission Instructions -- SUBMIT BY October 6, 2023**

Anyone may submit an abstract. All abstracts will be reviewed by the Meeting Reviewers, and you will be notified of your abstract's acceptance through email by **October 13, 2023**.

Instructions for submitting your abstract:

1. Fill out the information on the "Abstract Face Page" (below)
2. Compose your abstract using the template and by following the guidelines.
3. Convert both pages to a **single two-page .pdf file**.
4. Email your **two-page .pdf** file to the following email: NIHSynBio@mail.nih.gov

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### **ABSTRACT FACE PAGE**

1. Presenting Author's name: \_\_\_\_\_
2. Presenting Author's affiliation: \_\_\_\_\_
3. Presenting Author's title: \_\_\_\_\_
4. Presenting Author's email: \_\_\_\_\_
5. Presenting Author's gender (optional): \_\_\_\_\_
6. Presenting Author's race (optional): \_\_\_\_\_
7. Presenting Author's ethnicity (optional): \_\_\_\_\_
8. Presenting Author's affiliation sector: (check one or more)
  - Academia
  - Industry
  - Federal Employee/Contractor
  - Private Foundation
  - Other: \_\_\_\_\_
9. Presenting Author's Career stage: (check one)
  - K-12 student
  - Undergraduate student
  - Graduate Student
  - Post-doctoral Trainee
  - Early Career Researcher
  - Mid-Career Researcher
  - Senior Career Researcher
  - Other
10. Website / twitter handle / other public links (optional): \_\_\_\_\_
11. Is this the research presented in this abstract supported NIH funding? Yes or No
12. If the Presenting Author is a trainee, who is the trainee's primary research advisor? \_\_\_\_\_
13. Would you like to be considered for a lightning talk for this meeting? Yes or No  
The organizers will notify you after abstract submission on lightning talk acceptance.

## ABSTRACT SUBMISSION GUIDELINES AND TEMPLATE FOR 2023 NIH SYNTHETIC BIOLOGY CONSORTIUM ANNUAL MEETING

<sup>1</sup>Author Name\* and <sup>1</sup>Author Name

<sup>1</sup>Author Institution

email: author email, website: if website exists, add

**BACKGROUND:** These instructions contain information about the abstract submission process and can serve as your template for abstract formatting. All abstracts must be submitted via the submission website by the deadline of October 6, 2023 at 11:59:59 pm ET. Abstracts must be submitted as PDF files, which should not be larger than 500 KB.

**METHODS:** The abstract is limited to one 8.5 inch x 11 inch page. Left and right margins should be 0.5 inches, top and bottom margins should be 0.75 inches. Type font is Times New Roman or Times Roman 11 pt. Use this document as your template. The program committee reserves the right to reject abstracts that do not adhere to formatting guidelines. Please indicate the presenting author with “\*”, as shown above. The title (in bold caps), authors, and author affiliations should be centered across the top of the page, as shown above. Use numerical superscripts to distinguish authors from different institutions. An email address of the corresponding author should be included. A web address of a department, laboratory or author may be included if desired. The body of the abstract should be divided into the following sections (as in this template): **INTRODUCTION, METHODS, RESULTS, and CONCLUSIONS**. Text in each section should be left justified, without paragraph indentations.

Use double line spacing between paragraphs. Save the completed abstract as a Portable Document Format (.pdf) file. Carefully check the format of your abstract, making sure that your figures and tables have not shifted in the document, before submitting your abstract.

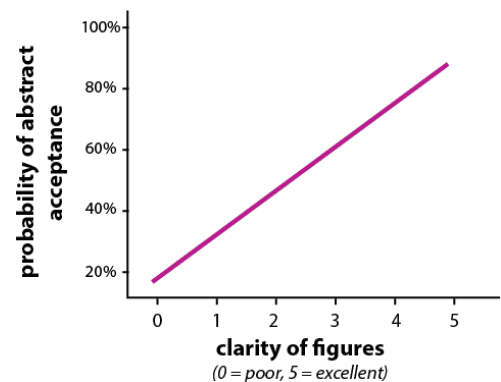
**RESULTS:** A figure and/or table may be incorporated within the one-page abstract, and must be referenced in the text (Fig. 1). Make sure to use contrasting colors and/or different “dash” types when selecting line styles. Figure captions must be legible and placed below each Figure and above each Table. Font size of 9 point or larger is allowed for captions and tables. Optimize the number of citations used in your abstract, referring only to the most relevant works. Reference citations within the text are to be made with numbers [1, 2]. References are to be formatted as illustrated below. Place the journal or book title in italics, with volume numbers in bold [3].

**CONCLUSIONS:** Provide analysis and discussion of the data along with future research plans.

### REFERENCES (examples):

1. Sharafi and Blemker. *Proceedings of NACOB'08*, Ann Arbor, MI, USA, 2008.
2. Bach et al. *Plos One*. 10(3): e0118797, 2015.
3. Perry, J. *Gait Analysis: Normal and Pathological Function*, Slack Incorporated (1775), 1992.

**ACKNOWLEDGMENTS:** Acknowledgments are optional.



**Figure 1:** Ensure text is readable. Color can be used!