

## IMPORTANT INFORMATION & POLICIES

Expenses associated with the submission and presentation of an abstract are the responsibility of the presenter and may include hotel, travel, and meeting registration.

### Attendance

SAWC requires proof of pre-registration for all accepted poster presenters. Please register by clicking the "Register" button at the top of this page. After registering, it is the designated primary contact's responsibility to mark his/her intent to present through the abstract submissions portal by providing the name and badge ID number of the registered representative. The badge number can be found on your registration confirmation email. Instructions on this process will be included in your acceptance email in June.

**Even though you may be registered for SAWC, intent to present must still be submitted through the submission portal. If the intent to present is not submitted by the date included in your acceptance email, the poster will be withdrawn.**

It is not required for the first author to attend the meeting. A co-author or any representative familiar with the work of the accepted abstract may register. Primary authors do not have to notify SAWC of the change in presenter or if an alternate presenter is selected to represent the accepted abstract.

### No-Show Policy

On rare occasions, presenters scheduled to present their poster fail to show up and have not notified SAWC of their change in plans. When presenters do not appear to present their poster, the planning efforts of the Abstract Committee in providing a quality program are significantly diminished, there are significant cost implications, and the audience is unnecessarily disappointed with empty poster boards. SAWC staff will audit all posters for no-shows. SAWC will no longer consider future abstract contributions to the SAWC meetings by presenters who fail to appear.

### Withdrawals

Acceptance of the abstract by the review committee obligates the author to be present. If circumstances prevent attendance, the author must arrange for the poster to be presented by a substitute, preferably a co-author. If you wish to withdraw your abstract, you must submit your request in writing to [abstractsubmissions@naccme.com](mailto:abstractsubmissions@naccme.com), including the abstract title and first author. The deadline for this is July 2019. Failure to comply will result in ineligibility for the future SAWC meetings abstract submission process as first author.