Abstract Submission Guidelines

Format and Content. Each postdoc can submit only one (1) first-author abstract. Abstracts should include a concise title, authors (and affiliations), and the body of abstract. One (1) optional figure/table is permitted. Abstracts do not need to include in-text references or a reference section. Authors may use abstracts that were previously submitted to scientific conferences, though abstracts should be written (or revised) for a general academic audience, as they are reviewed by the Homewood Postdoctoral Association (HW-PDA) Executive Board members, who come from a wide range of disciplines.

Length. The body of abstract is limited to 400 words, maximum. Word count does not include the title, authors, and references (if any). Abstracts that exceed the word limit will be automatically disqualified.

Submission and Deadline. Abstracts are to be submitted via the abstract submission form, which would be emailed through the HW-PDA email list and posted on the HW-PDA website. The deadline for abstract submission is 5:00 pm, April 23, 2018. All submissions are final; re-submissions are not allowed. It is the responsibility of the postdoc to notify the PI and co-authors of the abstract submission. If you would like to retract your abstract, please email hw-pda@jhu.edu with the subject “Abstract Retraction”.

Abstract Review and Notification. Each abstract will be independently peer-reviewed by three reviewers (HW-PDA Executive Board members). Additional HW-PDA members and Homewood Career Center advisors may be recruited for peer-reviewing. Because the abstract reviewers come from a wide range of disciplines, abstracts should be prepared for a general academic audience. A box for conflict of interest will be included to check if anyone could identify the author of the abstract. Names and affiliations will be scrubbed from the abstracts prior to review. Reviewers will score each abstract, which will be normalized to the average score of all abstract reviewed by the same reviewer. Up to six abstracts will be invited for oral presentations in the running for enrichment awards. Notifications will be sent out via email on April 27, 2018. The list of presentations (title only) will be available on the day of the Annual Postdoc Retreat.

Oral Presentations and Enrichment Awards

Presentation Format. Presenters should prepare their oral presentations for a general academic audience. All presentations will be 10 minutes in length with 3 minutes for questions. Up to six oral presentations from the six authors whose abstracts are selected for an oral presentation. The presentations will be open to Homewood postdocs.

Judging. Oral presentations will be judged by up to six faculty and/or staff members on the day of the Annual Postdoc Retreat. That is, the judge’s name will not appear on the score sheet. Scores will be tallied to determine the top three presenters. In addition, postdocs in attendance will vote for an “Audience Favorite” award.

Enrichment Awards. A total of four awards will be handed out. First Place: $500, Second Place: $300, Third Place: $100, Audience Favorite: $100, Fourth to Sixth Places: $25. Awards will be announced at the end of the competition. The award prizes belong solely to the postdoc awardees and can be used in...
ways they see fit for their career development, which may include professional development activities such as presenting at conferences and attending workshops.

**Eligibility and Rules**

1. Applicants **must** be a postdoctoral scholar/fellow with an appointment in the **Whiting School of Engineering** or **Krieger School of Arts and Sciences**.
2. Current executive board members of the Homewood Postdoctoral Association are **NOT eligible** to submit an abstract or compete in the oral presentation.
3. Postdocs whose research falls **outside of biomedicine** are **especially encouraged** to submit an abstract.
4. Postdoc awardees from the oral presentation competition must agree to fill out a mandatory feedback form and a brief thank you letter that describes potential use of award prizes and contribution of the Enrichment Award to the professional growth of the awardee.
5. Postdocs are eligible to receive only a **maximum of two awards** during their tenure at Johns Hopkins.