



NATA Foundation Free Communications

Policy for Submission of Disclosure Form and Presenter Commitments for Accepted Abstracts

Purpose: The forum provided for researchers and clinicians to disseminate new information through the Free Communications program is predicated on the commitment by abstract authors to disclose conflicts of interest and deliver their presentation at an assigned time.

Disclosing Conflicts of Interest

During the online abstract submission process, a presenting author must: 1) be designated (this individual should be listed as the first author) and 2) complete the NATA Disclosure form. If the NATA Disclosure form is not completed, the abstract will not be considered for presentation.

Delivery of Presentation

Presenting authors will be notified of abstract acceptance and receive communications regarding format, session, date, and time the abstract shall be presented. Authors may not request a change in their assigned presentation time or format. If the presenting author is unable to present, he or she must designate an alternate presenter or formally withdraw the abstract. The alternate presenter must be an author on the abstract. Authors may not be added after abstract submission. If formally withdrawing the abstract, a written request must be sent to the NATA Foundation via email to fndnstaff@nata.org.

If an abstract presentation, regardless of format (oral or poster), is missed with no notification to the NATA Foundation (ie, “no show”) all authors listed on that abstract will be prohibited from presenting at a Free Communications program at the next annual meeting. All authors may submit a written appeal of extenuating circumstances that will be considered by the Free Communications Chair and/or Committee. Appeals must be received on or before the date that the subsequent Call for Abstracts period opens. Authors with multiple “no show” offenses may be indefinitely prohibited at the discretion of the Free Communications Committee, Research Committee, and NATA Foundation Leadership. This policy applies to all presentation types and all author/co-author classifications (faculty, student, staff, etc.).

Outline of Process for Implementing Policy

- Policy will be distributed to all presenters scheduled for 2020 Free Communications program. All submissions require authors to submit the disclosure form at the time of submission and acknowledge receipt of the no show policy.
- Free Communications Committee members and session moderators will report any “no shows” to Free Communications Committee Chair.
- Free Communications Chair will send correspondence to all authors of a “no show” abstract informing them of the policy and implementation of it (**presentation prohibited** for one year). Communication will also outline the appeal process.
 - Written appeal explaining, briefly, the no show and justification for why author(s) should not be banned. (No more than 1 paragraph).
 - Authors must submit written appeal within three weeks of notification.
 - Decisions by the Free Communications Chair and/or Committee will be made within one month of submitted written appeal.
 - If no written appeal is received, **all authors are prohibited from presenting at the next annual meeting.**