

# CALL FOR ABSTRACTS

## 9-13 July 2017 – Raleigh, NC

### Deadline – 10 February 2017

The Health Physics Society (HPS), formed in 1956, is a scientific organization of professionals who specialize in radiation safety. Its mission is to support its members in the practice of their profession and to promote excellence in the science and practice of radiation safety.

Today its nearly 5,000 members represent all scientific and technical areas related to radiation safety, including academia, government, medicine, research and development, analytical services, consulting, and industry in all 50 states and the District of Columbia. The Society is chartered in the United States as an independent nonprofit scientific organization and, as such, is not affiliated with any government or industrial organization or private entity.

The Society also promotes scientific information exchange through our annual conference and mid-year meetings. Please consider submitting an abstract to share your scientific findings and information with other radiation safety professionals at this year's annual radiation safety conference in Raleigh, North Carolina.

### Meeting Format

The Health Physics Society's Annual Meeting contains multiple formats for you to present your scientific information. The Technical Program kicks off with a Plenary Session of invited guests on Monday July 18<sup>th</sup> followed by Poster presentations in the exhibit Hall after lunch. Technical Sessions start later in the afternoon and continue through Thursday.

### Technical Sessions

Technical sessions are scheduled throughout the week and are intended to highlight topics of interest within the radiation community. These topics include many aspects of the practices of radiation safety, nonproliferation, and radiological and nuclear engineering. Although the number of technical sessions vary from year to year, previous sessions are listed below:

- Accelerator Health Physics
- Air Monitoring
- Radio-biology – Biological Response
- Decontamination and Decommissioning
- Dose Reconstruction
- Emergency Response
- Environmental Monitoring
- Homeland Security Monitoring
- Instrumentation
- Medical Health Physics
- Military Health Physics
- Power Reactor Health Physics
- Risk Assessment
- Radiation Effects
- Operational Health Physics at:
  - Accelerator Facilities
  - Department of Energy Facilities
  - Medical Facilities
  - Military Installations
  - Nuclear Power Plants
  - Academic Institutions
- Radiation Dosimetry
  - External Dosimetry
  - Internal Dosimetry
  - Medical Dosimetry
- Regulatory/Licensing
- Radiation Safety Officers (RSO)
- Waste Management

### How to Submit and Abstract for Presentation

Please submit your abstract on-line using the site <http://hpschapters.org/2017annual/abstracts/>

**Deadline: February 10, 2017**

Abstracts will be printed directly from your electronic submission. Minor editing (punctuation and grammar) may be performed on your abstract; you will not see a revised version before publication. If you experience problems or it is not possible to submit your abstract electronically, please contact the Secretariat at 703-790-1745 (or fax 703-790-2672) for further instructions. *PLEASE NOTE: Abstracts submitted via email will not be accepted.*

A submitted abstract is a commitment to present; cancellations should be avoided. **All presenters must register and pay for the meeting by 26 May to be included in the final program.** If extenuating circumstances prevent the presenting author from making the presentation, it is the author's responsibility to find an alternate presenter. Presenters who submit more than one oral abstract and cancel should find alternate presenters; otherwise, you may be limited to one abstract for future meetings.

## Abstract Instructions

All submissions will be printed directly from the on-line submission form and must contain a descriptive title, authors, affiliation(s), presenter contact information, and abstract.

1. Title: Submit a descriptive title in upper and lower case, capitalizing each word. Acronyms should not be used.
2. Author(s): Use initials for the author's first (and middle) name(s). Indicate the presenting author. *Contact the Secretariat for instructions if there are more than 10 authors.*
3. Presenting Author Address and Cell Phone number: Include the complete mailing address. It is essential that the email address is accurate because information or questions regarding abstracts and presentations will be sent via e-mail. The presenting Author's cell phone is necessary to contact the author for question on the abstract and for contact during the meeting.
4. Affiliation(s): Enter the affiliation(s) in upper and lower case; e.g., University of California, Berkeley. Do not include department name or full address.
5. Abstract: The abstract must be one concise paragraph that contains a summary of the problem, the work conducted, and the results. **PLEASE NOTE:** The minimum abstract length is **150** words and the maximum size of the abstract is restricted to **2000** characters.
6. A 50 word bio will be requested for use in the app for the meeting.

## HPS Program Deadlines

10 February 2017	Abstract Submission deadline
7 April 2017	Authors notified of acceptance
26 May 2017	Presenter registration deadline
30 June 2017	Authors submit presentation
10 July 2017	Technical Sessions begin

## Author Eligibility

ANY member of the Society, other science professionals, and students may submit an abstract for presentation at the Annual or Midyear Meetings.

## Abstract Acceptance

The priority of abstract acceptance will be as follows:

- 1) Society members,
- 2) Non-members sponsored by Society members
- 3) Unsponsored non-members.

*PLEASE NOTE: Sponsors should endorse the abstract by including their name and HPS ID number on the electronic form.*

Notification of acceptance will be sent to the presenting author by **4 April 2015**.

Please note that the technical session you select is for Program Committee guidance only. Due to scheduling or topical interest, the Program Committee may find it necessary to reassign your presentation to a technical session different from what you selected.

## Presentation Style?

### Your Choice of Oral or Poster

At the Health Physics Society's annual meeting, you can choose which type of presentation you prefer. Presentations may be in an oral or poster format. Oral presentations are 12 minutes, with an additional 3 minutes for questions. The Program Committee will make every attempt possible to accommodate your preference. For busy sessions, preference will be given on a first come first serve basis based on the submission date. So submit your abstracts early to get the best chance for your preferred the presentation type.

If there is a reason that a presentation must be in either the oral or poster format exclusively, please explain the reason and the Program Committee will make every effort to accommodate your request. (e.g. your organization will only support travel for oral presentations).

Please indicate if you wish to withdraw your abstract in the event that your preference cannot be accommodated.

## Presentation Requirements

Computer projection is the presentation format for all sessions. Presentations ***shall be*** prepared in Microsoft PowerPoint.

Guidelines for preparing visuals will be posted on the HPS Web site in the Annual Meeting section.

If your abstract is accepted for oral presentation, your computer presentation file(s) must be uploaded to the Secretariat Web site <http://www.burkinc.net/hpsAM/> by 5:00 PM EDT **30 June 2017**.

These files will be reviewed by the Program Committee for format, compatibility with meeting site software / hardware, and appropriateness. Changes may be required due to font substitutions, differences between the version of software used to create the presentation and that used to display the presentation, or font size/color. Individual visuals may be rejected if presentation guidelines are not followed.

***All presenters must check in at the Speaker Ready Room the day prior to their session*** to ensure any problems with the presentation are corrected.

**All oral presenters will be required to accept or deny copyright approval. If accepted, HPS will have the option of posting the presentation online with others from the meeting.**

PLEASE NOTE: Presenters who wish to make changes to their previously submitted computer presentation will be accommodated as availability allows. Revisions on CD-R or flash drive media will be accepted. Minor revisions may be done on the computer in the Speaker Ready Room on a first-come, first-serve basis.

## Special Sessions

Sessions sponsored and organized by a Section of the Society (e.g., Decommissioning, Environmental/Radon, Medical, etc.) or by a group such as the American Academy of Health Physics are considered special sessions. Please note that submissions of abstracts for special sessions are by invitation only; do not choose this category if you have not been asked by the special session organizer.

Please contact the Program Committee Task Force Chair: Jason Davis at [HPSprogram@burkinc.com](mailto:HPSprogram@burkinc.com) if you would like to setup or sponsor a Special Session. There is no cost for setup or sponsorship of a Special Session but space can be limited so contact the Task Force Chair early.

## Are you interested in serving as a Technical Session Chair?

Do you have a special interest in a Technical Session or specific expertise in a specialized area? The Program Committee is always looking for volunteers to serve as Technical Session Co-Chairs. Two Co-Chairs are needed for every Technical Session. If you are interested in serving as Co-Chair for one of the technical areas, or have questions regarding presentations or the technical topics listed, please contact the Program Committee Task Force Chair: Jason Davis at [HPSProgram@Burkinc.com](mailto:HPSProgram@Burkinc.com)

## Letter of Invitation / VISA Requests

Should you require a Letter of Invitation to apply for a travel VISA, please email the Secretariat at [Reception@Burkinc.com](mailto:Reception@Burkinc.com) your full name, abstract #, mailing address, country, and passport #. Once your registration is completed a visa letter will be emailed.

## Tips to writing a good abstract

The Program Committee's decision to accept or reject an abstract is largely based upon the ability of the committee to understand your work to ensure it is applicable to the field of radiation safety and is not an advertisement of a company product. Below are some tips to writing a good abstract.

- Purpose and title of the work: Is the purpose clearly stated and are the issues current?
- Is the title descriptive of the abstract?
- Experimental procedures (if applicable), analytical methods (if applicable) and discussion/review:
- Are the procedures well described? Is (Are) the discussion/review and/or analytical methods clearly presented?
- Application or relevance to the field of Health Physics: Is the work relevant or directly applicable?
- Conclusions: Are the conclusions based on an appropriate quality and quantity of data?
- Appropriateness of material for presentation: The material should be in the field of radiations safety.

Please Note that an abstract ***will not*** be rejected simply because it may be controversial. The Program Committee believes that our scientific meetings are the perfect venue to discuss controversial topics and encourages all presenters and attendees to debate controversial topics that affect our practice of radiation safety.

## Financial Aid for Students

If you are a student and would like financial aid to attend the meeting, the Health Physics Society offers a limited number of travel grants and travel/worker grants for health physics students planning to attend the meeting. To be eligible for this award a student must be a current member of HPS, must be an undergraduate or graduate student in health physics or a closely related field with an area of concentration in health physics, must have a strong health physics career interest, and **MUST** be willing to work at the HPS meeting. The application will be available in early April at <https://hps.org/apply/travelgrant.html>

## Accelerator Sections Student Paper Awards

Students, are you giving a presentation or poster at the annual meeting on a topic related to accelerator health physics? If so, please note that your presentation or poster automatically will be considered for one of two student awards given each year by the Health Physics Society Accelerator Section. No need to apply; the judges will identify your topic from the abstract you submitted. For more information on the H. Wade Patterson Memorial Award and the Lutz Moritz Memorial Award, please see the Accelerator Section website (<http://hpschapters.org/sections/accelerator/awards.php3>).

## Questions?

Please contact either the Program Committee Task Force Chair: Jason Davis at [HPSProgram@Burkinc.com](mailto:HPSProgram@Burkinc.com) or the HPS Secretariat at [HPS@BurkInc.com](mailto:HPS@BurkInc.com), 703-790-1745 (or fax 703-790-2672).