

**Rutgers Cancer Health Equity Center of Excellence (CHECoE)  
Research Symposium**

**Abstract Submission Deadline: March 15, 2026**

The Rutgers Cancer Institute's Cancer Health Equity Center of Excellence (CHECoE) annual research symposium focuses on cancer disparities research. The National Institute of Health (NIH) defines health disparities research to include basic, clinical, and social sciences studies that focus on identifying, understanding, preventing, diagnosing, and treating health conditions such as diseases, disorders, and other conditions that are unique to, more serious, or more prevalent in health disparity populations. Cancer health disparities are adverse differences between certain population groups in cancer measures, such as: incidence (new cases), prevalence (all existing cases), morbidity (cancer-related health complications), mortality (deaths), survivorship and quality of life after cancer treatment, burden of cancer or related health conditions, screening rates, and stage at diagnosis. [Full NIH description here.](#)

It is the author's responsibility to see that the following guidelines and instructions are followed to ensure optimal results. Abstracts that do not conform to these guidelines may be returned. Abstracts longer than the specified limit as stated in the guidelines will be truncated by the review committee. **Please do not include graphics or tables in the abstract.**

1. **Length.** The entire abstract, including title, author(s), affiliation(s), text and disclosure information, if applicable, must be no longer than 2000 characters (approx. 300 - 315 words).
2. **Margins.** Please confirm 1" margins on your document prior to submitting.
3. **Minimum Font and Font Size:** Arial 10 pt.
4. **Formatting.** Use single spacing and normal headings throughout. Use left justification only. Do not use tab sets. Do not indent. Use hard returns only for spacing options.
5. **Title.** The title should be brief, clearly indicating the nature of the presentation. The title must be in all CAPS. Titles will be restricted to no more than 200 characters and spaces.
6. **Authors.** List all author's names and institutions, underline presenting author's name and institution.
7. **Acknowledgements.** Acknowledgements of grant support or funding should be provided at the end of the abstract.
8. **Body of Abstract.** State the purpose of the study (preferably in one sentence). State methods used. Summarize results presented in sufficient detail to support the conclusions. State the conclusions reached. Use standard abbreviations, e.g., L. (liter), M (meter), and % (percent). Place a special or unusual abbreviation in parentheses after the full word, the first time it appears. Use numerals to indicate numbers, except to begin sentences. Non-proprietary (generic) names of drugs should be used.
9. **Submission File.** The preferred file format is Microsoft Word. Absolutely no fax copies will be accepted in lieu of an electronic file format.

10. **Category Theme.** Select an abstract category theme by clicking on the category of your choice. Only one category may be selected.
11. **Abstract Acceptance Notification.** You will receive an abstract acceptance notification via email. It is the responsibility of the Presenting Author to contact other authors about the submission of the status of the abstract.
12. **Presenting Author.** A presenting author must be designated for each abstract. The presenting author is responsible for giving the abstract presentation, if the abstract is accepted.
13. **Number of Submissions.** Multiple abstracts are welcome. Each abstract requires an individual submission. DO NOT attach more than one abstract at a time to an email submission.
14. **Withdrawal Policy. Abstracts can only be withdrawn by March 28, 2026.** No withdrawals can be made after the committee has selected abstract presentations.
15. **Changes to Submitted Abstracts.** If you must make a change to your submitted abstracts, contact CHECoE email [cancerhealthequity@cinj.rutgers.edu](mailto:cancerhealthequity@cinj.rutgers.edu). No edits may be made after the abstract deadline date.
16. **Abstract Receipt Confirmation.** Contact CHECoE, if you do not receive an email confirmation within 16 working hours (2 days) of submitting your abstract. Lack of confirmation indicates that your abstract was not received.
17. **Deadline.** Submit your abstract by midnight EST **March 15, 2026**. Abstracts received after the deadline will not be reviewed.
18. **Rejection.** Abstracts will be rejected without review if: (a) the abstract is received after the deadline date, or (b) the abstract was submitted by fax.

# POSTER PRESENTATION GUIDELINES & LOGISTICS

## Specifications for Posters

1. Your poster does not need to follow a scientific poster rubric or layout. Please structure your poster in a way that best explains the successes you are sharing. Be sure to include the following on your poster: poster title, authors/staff/faculty names, institution/affiliation(s).
2. Poster size and format: 3x4 feet

## Poster Logistics

1. **Costs associated with creating and shipping the poster presentation will be the responsibility of the poster author(s).**
2. The poster session will take place on Thursday, May 7 from 4:30 PM – 6:30 PM at the Rutgers Cancer Institute located at 195 Little Albany Street; New Brunswick, New Jersey. The poster presenter(s) must be registered for the conference and must be present at the designated time to discuss the work presented.
3. A PDF of your poster is requested by May 1<sup>st</sup> to be shared on the symposium webpage. You are welcome to provide a redacted version if any content is unpublished or subject to privacy. Email to [cancerhealthequity@cinj.rutgers.edu](mailto:cancerhealthequity@cinj.rutgers.edu).

## Tips for Poster Preparation

Posters should stimulate discussion, not give a long presentation. Keep text to a minimum, emphasize graphics, and highlight content submitted in your poster abstract.

Digital handouts to supplement your poster is a great option and can be uploaded to the symposium webpage.

Goal: 20% text, 40% graphics, 40% space.

Test readability: title banner should be legible from 20 feet away; body text should be legible from 6 feet away; do not use all capital letters.

Consistency: keep the color, style, and thickness of borders the same; keep shading, margins, and line spacing consistent; use no more than 2–3 fonts and no more than 2–3 colors.

Use charts and graphs to illustrate data; avoid large tables of raw data.

Use high resolution photographs and/or graphics.