

Abstract Authors Guide

Title:

Maximum 200 Characters typed in lower-case letters, except for abbreviations and study names. Please be careful that your title might be truncated, if you copy and paste it into the field.

Your title needs to help the reviewers categorise your presentation and may eventually help conference delegates find your session. So keep the title descriptive and simple. Describe the topic clearly.

Topic:

Select one topic from the list of topics which best describes the content (Abstract Evaluation). Make sure you select the appropriate topic as this choice will determine which graders will review your abstract.

Note that in order to view the topic list, you must first select the Event for which you submit your abstract (first field of the page).

Options - Young Investigators Award option:

If you are 35 years at the time of the congress or younger and wish to present your abstract for the Young Investigators Awards session (YIA), please tick the appropriate box in the Abstract Information section. If your abstract is selected for a YIA session, you will receive specific instructions. We highlight the fact that only the first author/ corresponding presenter may have a diploma addressed to him/her.

On behalf of:

If applicable, a name of a study group can be mentioned on the application form. Do not list any author names in this field.

Acronyms:

If the study to be presented is known through an acronym, please indicate the name of the study (e.g. "EMIT") in the appropriate field, as well as the full name of the acronym (e.g. "European Mizaverol Trial").

Authors and Presenter:

Your abstract must list at least 1 author in order to be submitted.

Authors list: You may enter up to 10 authors in the authors list including the Presenter.

Please note that the **First author must be the Presenter**. The names of authors will be published as listed on the submission form. Please make sure the information given for each author is correct, as no changes will be possible after the abstract is submitted (see paragraph on changes and corrections above).

If an abstract is accepted for presentation, the first author will be the abstract Presenter by default. However, you will be able to modify this on the online Participant agreement form, which will be available online.

Abstract content:

All abstracts must be submitted in clear English with accurate grammar and spelling suitable for publication. If in doubt, please arrange for the review of your abstract by a native English speaker, by a university scientific publications office (or other similar facility) prior to submission.

We recommend you structure your abstract as follows:

- **Purpose or Objectives**, which explains why the study was done.
- **Methods**, which describes the type, stage and other characteristics of the study participants. How much and how often the treatment was given (if a treatment was being tested). What outcome was measured.
- **Results**, which summarise the data that was collected from each participant focusing on the most important findings of the study.
- **Conclusions**, which describes what the results mean in relation to the purpose of the study (for example, were the objectives met) and also places them in the larger context of knowledge.

Important: The body text MUST NOT contain information such as:

- Names of persons (authors or other)
- Names of institute or company (even if it is "supported by")
- Products or trademark devices
- Web site and email addresses

We also remind you, that the title of the abstract must NOT be included in the body text.

This information will be deleted by the abstract submission services.

Abstract size:

There is not a specific maximum of words, but rather a maximum total size of the abstracts (100 %), including the text, table and picture (if any). The maximum abstract size is 35 lines of 75 characters (2625 characters)

- an image represents 11 lines (including the title)
- Each table row represents 1 line (+ 3 lines for title and legend)
- The table legend size is calculated by dividing its numbers of characters by 75.

Use the save and refresh button at the bottom in order to display the size of the abstract in percentage (shown on the left side of the screen) The programme then converts the size in % to display to you when you register it as a draft.

The character limit does not include the title and the authors. Only the abstract text, table and picture is taken into account.

Abstract table:

The Table field holds a table without surrounding text. Do NOT COPY your table into the field. You must RECREATE your table using the tools provided.

The maximum size of the table is 12 columns and 20 rows, and you can only enter one table. The title field is optional.

Abstract picture:

Your picture file must meet the following criteria:

- Format: JPEG or GIF
- Size less than 100 Kb
- Measure between 500 pixels(x) x 200 pixels(y)

Please make sure that your picture is readable on the abstract preview (as it will be shown as this in all publications). You can only enter one picture, and the title field is optional

If two of your submitted abstracts have the same content, the abstract submission service will automatically keep the most recent abstract submitted. Note that duplicate draft abstracts will not be deleted.