

ABSTRACT SUBMISSION RULES HFA WINTER MEETING 2018

24-27 January 2018

Les Diablerets, Switzerland

Abstracts can be submitted via the online Abstract Submission Service only.

The first author must be the abstract presenter and we only allow one abstract per presenter. Therefore please do not submit multiple abstracts with the same first author.

Submission Period

Submission deadline: Friday 06 October 2017, midnight French time (CET)

Draft Status

If you do not click on the submit button (Step 4 of the abstract submission service), your abstract will be saved in Draft Status.

You will then be able to review it and submit it at a later time (but only before the deadline).

Abstracts that are in draft status after the deadline will not be considered for selection.

Changes and corrections

- During Submission Period (Online Submission service is open)

In order to correct your submitted abstract before the deadline, you must withdraw it and submit a new corrected version (See below for withdrawal procedure).

- After submission deadline (Online Submission service is closed)

Once submitted, it is not possible to make any corrections to the abstract content or information (such as author's details, topic, correction of typos in the text, etc.) Changes cannot be made to the submitted version. In the case of errors in your abstract, you may indicate the correction during the presentation at the congress (on your poster or oral presentation). However, changes will not be included in any of the publications.

Withdrawal

If you want to withdraw an abstract already submitted, please notify us as quickly as possible at: hfwintermeeting@escardio.org, stating the title and number of the abstract to be withdrawn.

Note that, withdrawal is still possible after the submission deadline.

Step 1: Abstract Information

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.

Topic: Select one topic from the list of topics which best describes the content (for 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 ESC Event for which you submit your abstract (first field of the page).

On behalf of: You may use this field to enter the name of the affiliation for your research or the name of an investigating team. Do not use this field to list individual authors. Affiliation/Investigating team will not be listed in the authors index of the Scientific Programme but will appear in publications.

Funding Acknowledgements: All sources of financial support (including governmental grants) for this research should be listed under this heading. All grant funding agency abbreviations should be spelled out. This information will be published.

Options available

No option: Standard submission

Young Investigators Award (YIA) option:

If you are 35 years or younger at the time of the congress (25 January 2018) and wish to be eligible for the YIA Poster Prize, please tick the appropriate box in the Abstract Information section. The first author must be the Presenter and must have done most of the research. If your abstract is selected as a YIA Poster, you will receive specific instructions. Prizes will be given to the three best presentations on Friday 26 January 2018 during the Dinner. All YIA Posters selected will be reviewed by a group of esteemed judges during the Poster Session.

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").

Step 2: Abstract authors and institutions

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

Authors list: Please note that the first author should be the abstract Presenter by default. Nevertheless, it can be modified through the agreement form online. In all cases, the Presenter must be part of the authors list included in the submitted abstract. You may enter up to 10 authors in the authors list including 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 none of the authors are able to present the abstract during the congress, the abstract should be withdrawn. If not, it will be considered as no-show and the Congress Programme Committee can then decide not to consider an abstract submitted by the same author the following year.

Institutions: This is a mandatory step.

You will be requested to select your institution when you create the presenter and the authors. Once you have entered your city, a list will automatically appear from which you can select your institution.

If your institution is not in the list, you have the possibility of creating it.

If your city is not in the list, please enter it, press enter then add your institution.

Step 3: Abstract Content

All abstracts must be submitted in 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.

Please note that any medical research involving human subjects must conform to the principles of the Declaration of Helsinki of the World Medical Association. We remind you that patient's photo should be avoided and the patient must never be identifiable in your presentation.

Abstract submitted on animal studies: Study must follow the "Principles of laboratory animal care" (NIH Publication no. 85-23 revised 1985) and according to the national law if applicable.

Do not cut and paste symbols into your text. Use the symbols provided when you click on the ©.

We recommend you structure your abstract as follows: Purpose - Methods - Results – Conclusions.

There is not a specific maximum of words, but rather a maximum total size of the abstracts (shown as 100 %), including the text with spaces, table (if any). The maximum abstract size is 35 lines (3 000 characters).

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

The character limit does not include the title and the authors. Only the abstract text, table and spaces are 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 1000 KB

Measures between 800 pixels(x) x 600 pixels(y)

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

Important: As the grading and selection process is blinded, the title and body text MUST NOT contain information such as:

- Title of the abstract
- Names (authors or other)
- Names of institute or company
- Trademarks (Generic names should be used)
- Web site and email addresses

This information may be deleted by the abstract submission services

Step 4: Abstract Preview and Submission

Please read through your abstract carefully before submitting it, as you cannot change it once submitted and we cannot modify the content / author list / topic for you once it has been submitted.

Do not forget to click on the Submit button to validate your abstract submission. You will receive an automatic confirmation by email. If you do not receive this confirmation for one or more of your abstracts, please contact the Scientific Programmes Department: hfwintermeeting@escardio.org

You should not submit the same research twice, even under a different topic. If you submit two abstracts with the same content, the abstract submission service will automatically keep the most recent abstract submitted and withdraw the other. Note that duplicate draft abstracts will not be deleted.

Abstract Results

- All abstracts will be reviewed by the members of the Abstract Review Committee. The final selection will be made by mid November 2017

- All accepted abstracts will be scheduled either for an oral presentation or a Poster Presentation. The Congress Programme Committee will determine the format, day and time of presentation.

Assigned presentation times / dates cannot be changed.

- An email message will be sent to the Abstract Submitter by mid November 2017 with a report on the status of the abstract (accepted or rejected).

- If the abstract is accepted, the submitter will receive instructions concerning the presentation format and process to submit agreement form.

- The first author must be the abstract presenter and we only allow one abstract per presenter.

Submission of an abstract constitutes a commitment by the author(s) to present if accepted. Failure to present and register for the Congress, if not justified (abstract withdrawn), will be identified as “no-show” and will jeopardize future acceptance of abstracts.

IMPORTANT INFORMATION

Publication of abstracts

Accepted abstracts are under embargo until one week before the Congress.

All accepted abstracts will be published in the **2018 HFA Winter Meeting on Translational Heart Failure Research Final programme book**.

Until presentation at Heart Failure Research Meeting 2018, accepted abstracts should not be published in any other journals and/or online publications or presented at any international congresses.

Submitting or presenting published work may jeopardize future acceptance of abstracts.

Affirmation of Originality and Copyrights transfer statement

By submitting your work to the ESC, you consent to have authors' names, affiliation and biographical material used in connection with the publication of your work.

Author(s) represents and warrants that he/she/they is/are sole author(s) of the work, that all authors have participated in and agree with the content and conclusions of the work, and that the work is original and does not infringe upon any copyright, proprietary, or personal right of any third party.

The submitter hereby affirms that the work submitted is original, except for extracts from copyrighted works fully authorised by the copyright holders, and that all statements declared as facts are based on thorough examination and investigation for accurateness.

Submitted abstracts should not have been published in any other journals and/or online publications nor presented at any previous international congress. However, former presentation at national meetings and/or non cardiovascular specialists meetings does not disqualify.

A submitter, presenter or co-author submitting or presenting published work will lead to:

- Withdrawal of their presentation from the Press Conference and/or Scientific Session
- Prohibition of submitting abstracts to any ESC congresses for one year

Submitted abstracts must report new information not previously published or presented at a national or international scientific meeting prior to the Congress. Note that abstracts previously presented at meetings will not be accepted unless there is a substantial update of data.

Identified duplicates will be retracted from all related ESC publications.

· The content belongs to the author(s). However if the abstract is accepted the submitter agrees, on behalf of all co-authors, to transfer and assign to the ESC the rights to reformat, publish, reproduce, distribute and prepare derivative works such as press releases and/or educational products directly or with partners. This includes use in indexes or search databases in print, electronic (ex: ESC TV, Congress 365, SP&P), or other media.

· Author(s) retain the right, after presentation at the Congress, to subsequently include the work in articles, books, or derivative works that he/she authors or edits, provided said use does not imply the endorsement of the ESC.

The submitter signs for all co-authors. He/she accepts responsibility for the present rules for submission and presentation on behalf of all co-authors.

Conflict of interest

The Congress Programme Committee requests all presenters to disclose potential conflict of interest. Oral abstract Presenters are requested to disclose potential conflicts of interest regarding their presentation in the first slide. Poster presenters are requested to disclose potential conflicts of interest regarding poster presentation at the bottom of their poster. This will allow the audience to take potential conflicts of interest into account when assessing the objectivity of the presentation.

A potential conflict of interest may arise from various relationships, past or present, such as employment, consultancy, investments and stock ownership, funding for research, family relationship, etc.

Data Privacy

By certifying that you have read these Submission rules, you also confirm having received the prior approval from the co-authors to provide their data to the ESC. You have personal data, which is, according the Law on data processing and Civil Liberties 78-17 of 6 January 1978 modified, registered with the European Society of Cardiology (ESC). The information you supply on this application is required to process it and it will be held in the ESC customer data files. It may be used for marketing and communication purposes by the ESC and its contractors only. You have the absolute right to access, amend and oppose any use of this personal data by writing to the ESC at the address mentioned below.

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