

# Abstract Submission

## Abstract Submission is Closed!

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### Key Dates

Abstract Submission Opens	Monday, 21 November 2022
Abstract Submission Deadline	Monday, 13 March 2023 midnight CET (23:59)
Abstract Submission Extended Deadline	Monday, 3 April 2023 midnight CET (23:59)
Abstract Notifications*	<b>9 May 2023</b>

*\*Note all efforts are made to send notifications by the planned date.*

***Should there be any delays with the selection process, a revised date will be posted here.***

## Abstract Submission Presentation Types Available

### Oral Communications

Refers to abstracts accepted for oral presentations at the podium in dedicated Oral Communication Sessions. Each oral presenter will be allowed 8 minutes of lecture time, 8 slides, and a 2-minute question and answer period. The committee will accept a total of approximately 35 oral presentations.

Please note: Abstracts that are accepted for Oral Communication sessions are automatically accepted as ePosters as well.

## ePoster

ePosters will be displayed at ePoster stations in the Exhibition area that will be available for viewing during the Congress.

## Commercial Independence Guidelines

The e-INS makes every effort to ensure the scientific program is free of commercial bias. As such, before submitting an abstract, kindly read the guidelines [here](#).

## Rules for Submission

Please read the submission rules before submitting an abstract.

- Abstracts must be submitted online via the website only.  
**ABSTRACTS SUBMITTED BY EMAIL WILL NOT BE ACCEPTED.**
- **Presentation Type:** Abstracts may be submitted for Oral Communication (and ePoster) or ePoster only.
- Abstracts must be received by the announced deadline. Abstracts received after the deadline will not be considered.

## Abstract Submission Limitations

- The same person may **submit** up to 3 abstracts regardless of presenting author.
- The same person may serve as **presenting author** on up to 3 abstracts.
- Presenting authors must be registered participants. Only accepted abstracts of authors who have paid their registration fees will be included in the Congress programme.
- Submission of an abstract acknowledges your acceptance for the abstract to be published in the official Congress publications.

- The presenting author is required to ensure that all co-authors are aware of the content of the abstract and agree to its submission, before submitting the abstract.
- The presenting author can be replaced by one of the abstract co-authors only.
- Oral Communications and ePosters are limited to one (1) primary presenter.
- Abstracts must be original and not have been published or presented at any other congress prior to the 3rd Joint Congress of the INS European Chapters.
- The abstract must be submitted in **good English**. Proofread for typographical, grammar, and syntax errors. The Scientific Committee reserves the right to reject those abstracts which are presented in poor English or may request an immediate revision by the presenter.
- Disclosure of Conflicts of Interest: Abstract submitters will be required to disclose any conflict of interests in the submission form.
- Publication Embargo: The abstract contents will be available 2 weeks prior to the Congress.
- Instructions for the preparation of presentations will be made available on the congress website.

## Guidelines for Abstract Submission

☐ **Before you begin, please prepare the following information:**

- ☐ **Presenting author's contact details:**
  - Full first and family name(s)
  - Primary Qualification (Please [click here](#) to check the list of acronyms related to academic degree or honours.)
  - Email address
  - Affiliation details: department, institution / hospital, city state (if relevant), Country
  - Phone number
- **Author and co-authors' details**

Authors should be entered in the order in which they should appear in print.

- **Preferred Presentation type:**

Oral Communication (and ePoster)  
or ePoster

**NOTE:** Industry employees' participation as presenters in the scientific programme is only allowed if they agree to speak only on completely non-commercial topics, unrelated to any of their company's products, such as:

- basic science research (e.g. pre-clinical research, or therapy discovery)
- process or methodologies of research unrelated to a specific disease or device
- mechanisms of action unrelated to a specific product

## **Abstract Set Up and Content**

- **Abstract Title**

- The title should be brief and reflect the content of the abstract (**maximum 25 words**) – Please use standard UPPER CASE letters
- Do not use non-standard abbreviations
- Commercial names may not be used in the abstract's title (generic names only)
- Do not put a full stop (.) at the end of the sentence

- **Please submit all symbols as words.**

- **Abstract text – limited to 400 words** including acknowledgements. (Please note: word count is affected when graphs/tables are included). Please provide an accurate, succinct and informative representation of the content that will be presented in the eposter, if accepted.

- **Abstract topic** – Select the abstract topic per the [list of topics](#).

- **Images** – The maximum file size of each image is 500 KB.

The maximum pixel size of the graph/image is 600(w) x 800(h) pixel. You may upload images in JPG, PNG or GIF format only.

## **Abstract Format:**

- *Introduction*
- *Methods/Materials*
- *Results*
- *Discussion*
- *Conclusions*
- *References*
- *Learning objectives*

**Abbreviations** – these may be used if standard or if spelled out and defined at the first use (put in parentheses immediately after the first mention of a term or phrase). Compounds should be mentioned with the generic name, in lower cases.

- Commercial names are admitted in the Materials and Methods section only, with an ®, and if in brackets following the generic name, i.e. “generic (Commercial ®)”. Do not use the ampersand character (&) unless it is part of the company name. Compounds should be mentioned with the generic name, in lower cases.
- Use generic names of devices and drugs. The presentation must be balanced and contain **no commercial promotional content**.
- **Submissions may not contain patient names, hospital ID numbers or other identifying information.**

## **Commercial Influence and Bias**

***From EACCME Criteria for the Accreditation of Live Educational Events (LEEs), General principles:***

- the education provided must be free of any commercial influence or bias;

- the education provided must be free of any form of advertising;
- sponsorship must be under the form of an unrestricted educational grant;
- LEEs provided entirely by a pharmaceutical or medical equipment industry will not be considered for accreditation.

All educational material must be free of any form of advertising and any form of bias.

The EACCME® will reject any application that, in its opinion, includes advertising of any product or company directly related to any educational material (essential criterion).

Specific examples that will lead to automatic rejection of an application include:

- the use of a sponsor's name in the title of the scientific programme, a scientific session or a scientific lecture;
- the display of brand names and/or individual logos in scientific lectures or in the scientific programme.

## Content without Commercial Bias

### *From ACCME Standards for Commercial Support*

- The content of abstracts, posters and oral presentations must promote improvements or quality in healthcare and not a specific proprietary business interest of a commercial interest. Presentations must avoid commercialism and may not contain any logos, commercial branding or messaging.
- Abstracts, posters and oral presentations must give a balanced view of therapeutic options. If the content includes trade names, where available, trade names from several companies should be used, not just trade names from a single company, and **they should be limited to the**

**material and methods section only.** Generic terms contribute to impartiality and should be used in the title and in the body of the abstract.

## **Important Information for Abstract Submission**

- The submission form allows you to **store your abstract as a DRAFT** until the deadline. **After the deadline, if not submitted, drafts will be deleted.**
- Click on the **SUBMIT** button at the end of the process in order to save your abstract. You may log into the system later to make changes to your abstract, up until the submission deadline. **After that deadline, further changes will not be possible.**
- You will receive an abstract reference number via email after you have submitted your abstract. Please refer to this abstract number in all correspondence regarding the abstract.
- Please [contact us](#) if you do not receive confirmation that your abstract has been submitted.
- Please do not submit multiple copies of the same abstract.

## **Abstract Submitter`s Declaration**

During abstract submission you will be asked to confirm that you agree to the following:

1. I confirm that I previewed this abstract and that all information is correct. I accept that the content of this abstract **cannot be modified or corrected after final submission** and I am aware that it will be published as submitted.
2. Submission of the abstract constitutes **the consent of all authors** to publication (e.g. Congress website, programmes, other promotions, etc.)

3. The Abstract Submitter warrants and represents that no part of the information and content provided by him/her (Hereafter: the "**Content**") to 3rd Joint Congress of the INS European Chapters and Kenes International (Hereafter: the "**Organisers**"), nor the publication of any such Content by the Organisers, on the internet or otherwise infringes any third party rights, including but not limited to privacy rights and/or intellectual property rights.
4. The Abstract Submitter grants the Organisers a copyright license to reproduce, publish, translate, distribute, and display the Content or any part thereof, in any manner and on any platform or media whatsoever, in each Organizer's absolute discretion, on a royalty-free, perpetual, irrevocable non exclusive basis.
5. I herewith confirm that the contact details saved in this system are those of the presenting author, who will be notified about the status of the abstract. The presenting author is responsible for informing the other authors about the status of the abstract. The submitting author may request to be copied on abstract correspondence.
6. I understand that the presenting author must be a registered participant.
7. The Organisers reserve the right to remove from publication and/or presentation an abstract which does not comply with the above.
8. I understand that I must select a specific Theme and Topic for my abstract allocation. Although the Committee will work hard to honor this selection, this cannot be guaranteed. The Committee reserves the right to change the Theme and Topic under which the abstract was originally submitted.
9. I confirm to have received the consent of all authors for the processing of their contact details by Kenes and the Organisers.



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