



# European Academy of Allergy and Clinical Immunology

## EAACI 2018 Late Breaking Abstract Submission General Guidelines

### **Call for Abstracts and Abstract Submission Guidelines**

The EAACI Scientific Programme Committee and the Local Organising Committee welcome the submission of original contributions for oral and poster presentation at the Congress.

### **DEADLINE: 28 February 2018 at 23:59 CET**

Abstracts received after this date will **not** be considered.

### **Instructions to authors**

Carefully read the guidelines below before submitting your late abstract. Acknowledgement of the receipt of your submission will be sent to the corresponding author's e-mail address immediately upon submission. If you do not receive the confirmation e-mail, please do not submit the abstract again, instead please contact the Abstract Team at [eaaci2018abstract@eaaci.org](mailto:eaaci2018abstract@eaaci.org) for advice.

Invited speakers are not required to submit abstracts to the lectures they are invited for.

### **Submission Guidelines**

- Abstracts **can only be submitted electronically** through the Congress website.
- You are allowed to be the presenting author of more than one abstract.
- You are allowed to be a co-author of more than one abstract.
- Submission of similar abstracts from the same group is discouraged.
- Please note, a confirmation of consent must be provided in cases where patients, both living or deceased, are identifiable. Should consent not be given, any pictures must be made anonymous by placing sufficient coverage over any identifiable elements; eyes, facial features, characterising marks etc.
- Abstracts will only be considered for presentation if they are not published or submitted for presentation elsewhere.

### **Personal page**

When entering the abstract submission system for the first time, you will be asked to create a profile. Through your account you will be able to access your personal page to submit one or several abstracts. You can edit your abstracts until the late breaking submission deadline, 28 February 2018.

### **Abstract language and length**

Abstracts and presentations must be written in English. The maximum length allowed for an abstract is 2500 characters (approximately 350 words) including blank spaces. The abstract title, the author(s) or names of institutions are not included in the count of 2500 characters.

### **Tables/Pictures**

Tables are allowed - 50 characters per row will be deducted from the word count. Please note that it is not possible to upload pictures during the abstract submission. However, if your abstract has been accepted you are allowed to include pictures / clinical images in your presentation.

### **Abstract structure and content**

In order to make the abstract as informative as possible, please include a brief statement of the purpose of the study and/or the underlying hypotheses, the method used, the results observed, and the conclusions based upon the results. It is inadequate to state “The results will be discussed” or “The data will be presented”. You may subtitle the paragraphs in the following order: Background, Method, Results, and Conclusion.

The abstract title and body text should only include pharmacopoeia names printed in lower case. Trade names are not allowed. Non-proprietary (generic) names of drugs, written in lower case, are required the first time a drug is mentioned in the text. References, credits or the authors’ academic degrees or grant support are not to be included in the abstract. Standard abbreviations may be employed in the text. Place special or unusual abbreviations in parentheses after the full wording at the first time it appears in the body of the text. Company names are not allowed in the title but can be named in the authors’ affiliation.

**Consent for publication of individual patient data** - applies to abstracts and presentations with identifiable patient information

For the publication of an abstract/presentation that contains identifiable information about patients, it is necessary that patients have given consent for the research to be published. For all abstracts/presentations that include identifiable patient details (e.g. gender, age, illness, location) or images, written informed consent for the publication of these must be obtained from the patient (or their parent or legal guardian).

It is the author’s responsibility to obtain written informed consent for publication of clinical details and/or clinical images from the patient/parent/guardian/relative of the patient. A respective statement needs to be included in the abstract text.

### **Duplication of publications**

Abstracts will only be considered for presentation if they are not published or presented elsewhere.

### **Declaration of conflict of interest**

EAACI is committed to ensuring the integrity of its scientific, educational, and research programmes. Abstract submission requires disclosure of any financial or other interest that might be construed as resulting in an actual, potential, or apparent conflict. The submitter is responsible for obtaining disclosure information from all co-authors, to be entered in the author section of the submission page.

### **Presentation formats and abstract topics**

Accepted abstracts selected by expert reviewers will be presented in any of the following sessions: Late Breaking Oral Abstract Sessions, Late Breaking Poster Discussion Sessions (electronic posters) and Late Breaking Thematic Poster Sessions (digital display of posters). Authors can indicate their choice of preferred type of presentation in the provided space. In addition, authors should indicate the thematic area (see Abstract Topics) their abstract should be assigned to. Please note that the final decisions regarding the allocation and the type of presentation of the submitted abstract will be made by the Scientific Programme Committee.

It is the author's responsibility to submit a correct abstract. Any errors in spelling, grammar or scientific fact will be reproduced as typed by the author. Please note that each year a number of abstracts are rejected because of poor English or because they contain no / incomplete data.

### **Late Breaking Oral Abstract Session**

The Late Breaking Oral Abstract Sessions (LB OAS) consist of six presentations of eight minutes each and each followed by four minutes for discussion. The sessions start with a brief introductory talk "Session Roadmap" (10 minutes) by one of the session chairs. As presenter you are required to prepare a MS PowerPoint presentation featuring the main findings of your work.

### **Late Breaking Poster Discussion Session**

The Late Breaking Poster Discussion Session (LB PDS) will take place in designated areas in the poster area will allow for presentation of your work in electronic format. Your PDF will be made available on large touch screens, allowing the audience to gather in front of the screens. Each Poster Discussion Session contains 12 – 15 posters and runs for 90 minutes. Each abstract presenter will have the opportunity to summarise their main findings in 5 – 7 minutes (depending on the number of abstracts per session).

### **Late Breaking Thematic Poster Session**

The Late Breaking Thematic Poster Session (LB TPS) takes place during lunchtime.

Please note that this year the format will change.

In correlation with “EAACI Goes Green” initiative, EAACI will use digital display of posters. Session chairs will lead the session and facilitate a very brief presentation and discussion for each presenter. The presenters should be prepared to deliver a “two minute take home message”. Based on the abstract, the poster and the presentation the chairs will select the best posters of each session.

### **Congress Scholarship**

The EAACI Congress 2018 and the Local Organising Committee offer 100 congress scholarships to EAACI Junior Members.

**Please note that the application can only be made in connection with the regular abstract submission and is not possible anymore. The application deadline was 15 January 2018.**

### **EAACI abstract award**

All abstract presenters automatically enter the competition for EAACI abstract awards of EUR 200 each. The awardees will be announced during the Congress at the EAACI booth and online.

### **Notification of acceptance**

Notifications of acceptance or rejection of the late breaking abstracts will be sent to the presenting as well as to the corresponding author of the abstract by mid-April 2018.

The corresponding author receives all correspondence concerning the abstract and is responsible for informing all co-authors of the status of the abstract.

With the notification of acceptance, abstract presenters will be informed about the time and date of their presentation and are asked to reconfirm their attendance. EAACI cannot guarantee that presenting authors who do not show up to present their abstract during the session will be accepted for abstract presentations at future Congresses.

### **Registration and publication of abstracts**

The presenting author of an abstract must register for the Congress. Until 15 April 2018 the presenting author is offered a special extended “early fee”. The registration fee may be refunded if the abstract is rejected. Please note that some countries require a visa to visit Germany.

### **Assistance and contact**

For any assistance for the submission of the abstract please contact the Abstract Team at: [eaaci2018abstract@eaaci.org](mailto:eaaci2018abstract@eaaci.org)

*Deadlines are subject to change.*