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: 14 JANUARY 2019 at 23:59 CET

Instructions to authors
Carefully read the guidelines below before submitting your 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 eaaci2019abstract@eaaci.org for advice. Invited speakers are not required to submit abstracts to the lectures they are invited to.

Submission guidelines

- Abstracts and presentations must be written in **English**
- The maximum length allowed for an abstract is 2500 characters (approximately 350 words) including blank spaces.
- 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.
- Submissions of similar abstracts from the same group are discouraged.
- Unpublished abstracts and abstracts that have been presented at a different scientific meeting within a 12 months period prior to EAACI Congress 2019, provided they contain updated/additional data, can be submitted and will be considered for presentation.
- Please note, a confirmation of consent must be provided in cases where patients, both living or deceased, are visibly 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.

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 submission deadline, **14 January 2019**.

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

50 characters per row will be deducted from the word count. No pictures are allowed.

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.

Trade names

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 with identifiable patient information

For the publication of an abstract that contains identifiable information about patients, it is necessary that patients have given consent for the research to be published. For all abstracts 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

Unpublished abstracts and abstracts that have been presented at a different scientific meeting within a 12 months period prior to EAACI Congress 2019, provided they contain updated/additional data, can be submitted and will be considered for presentation.

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: Oral Abstract Sessions, Poster Discussion Sessions and Thematic Poster Sessions. 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 as no editing will be done by EAACI. Please note that each year a number of abstracts are rejected because of poor English or because they contain no/incomplete data.

Oral Abstract Session

The Oral Abstract Sessions (OAS) consist of six presentations of eight minutes each and each presentation is followed by four minutes for discussion. The sessions are introduced by a lecture given by one of the chairs. As presenter you are required to prepare a MS PowerPoint presentation featuring the main findings of your work.

Poster Discussion Session

The Poster Discussion Session (PDS) will take place in designated areas in the poster area and 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 - 18 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.)

European Academy of Allergy
and Clinical Immunology

EAACI Congress 2019

1 – 5 June 2019
Lisbon, Portugal

EAACI

LISBON

Thematic Poster Session

The Thematic Poster Session (TPS) takes place during lunchtime. All posters will be presented in guided poster discussion sessions. The poster presenters will stand by their posters throughout the entire poster session and will be prepared to deliver a "two-minute take home message" which will allow the moderators to select the best posters of each session. Due to the "EAACI goes green"-initiative no paper posters are allowed.

Poster size

This year, all posters will be presented in landscape format and have only <u>one slide</u>. This applies for poster discussion sessions as well as for thematic poster sessions.

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 abstracts will be sent to the presenting author of the abstract by **Mid-March 2019**.

The presenting 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 March 2019** 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 Portugal.

Accepted abstracts will be published on the EAACI Congress 2019 website, in the EAACI Media Library (open access) and supplements in Allergy Journal. Please note that only presented abstract will published in Allergy after the conference. In order to have your abstract published on the website you need to be registered for the congress by 15 April 2019.

Contact

For any assistance for the submission of the abstract please contact the Congress Secretariat at:
eaaci2019abstract@eaaci.org

Deadlines are subject to change.

Date: 26 October 2018 / eh