

EAACI Congress 2020

Bridging Innovations into Allergy and Asthma Prevention

Learn more on EAACI.org

6-10 June 2020 · ExCeL London



Late Breaking Abstract Submission - General Guidelines and Regulations

Call for Late Breaking Abstracts

The EAACI Scientific Programme Committee and the Local Organising Committee welcome the submission of late breaking original contributions for oral and poster presentation at the EAACI Congress 2020.

DEADLINE: 23 MARCH 2020 09:00CET

EAACI does not charge any fee for late breaking abstract submission. Late breaking abstracts can only be submitted in the online platform on the EAACI website. Late breaking abstracts submitted via email, post or fax will not be accepted.

1. General information

1.1 Instructions to authors

Carefully read the guidelines below before submitting your late breaking abstract:

Late breaking abstracts not adhering to EAACI Submission – General Guidelines and Regulations will be rejected. The final decision about acceptance of a late breaking abstract will be taken by the EAACI Scientific Programme Committee. EAACI does not communicate, nor enter into correspondence on the reason for acceptance or rejection of a late breaking abstract.

Upon submission, a confirmation email will be sent to the submitters email address.

If you do not receive the confirmation e-mail, please do not submit the late breaking abstract again.

Instead, please contact the Scientific Secretariat abstract@eaaci.org for advice. Invited speakers are not required to submit late breaking abstracts to the lectures they are invited to.

1.2 Submission categories

Late breaking abstracts can be submitted in the different [topics](#) shown on the EAACI website.

1.3 Declaration of conflict of interest

EAACI is committed to ensuring the integrity of scientific, educational, and research programmes. Late breaking 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.

2. Submission guidelines

2.1 Technical requirements

2.1.1 Personal Page

When entering the late breaking 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

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one or several late breaking abstracts. You can edit your late breaking abstracts until the submission deadline on **27 FEBRUARY 2020 23:59 CET**.

2.1.2 Late Breaking Abstract language and length

Late breaking abstracts and presentations must be written in **English**. The maximum length allowed for a late breaking 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.

2.1.3 Tables and Figures

If appropriate one table and one figure (uploaded as a picture) are allowed.

Please note that only figures (charts, diagrams and statistical overviews) are allowed. Accepted file formats are .jpg / .png / .gif. Your file should not exceed 3000 KB.

Please do not upload any kind of patient pictures.

2.1.4 Late Breaking Abstract structure and content

In order to make the late breaking abstract as informative as possible, we require a brief statement of the purpose of the study and/or the underlying hypotheses (background), the method used, the results observed, and the conclusions based upon the results. Late breaking abstracts without results will be rejected. It is inadequate to state “The results will be discussed” or “The data will be presented”.

2.1.5 Tradenames

Trade names are not allowed as well as copyright and trademark symbols. 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 late breaking 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 and logos are not allowed in the title but can be named in the authors’ affiliation.

2.1.6 Authors

The number of authors for late breaking abstracts is not limited.

2.1.7 Consent for publication of individual patient data - applies to late breaking abstracts with identifiable patient

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

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2.2 Late Breaking Abstract presentation

2.2.1 Presentation formats and late breaking abstract topics

Accepted late breaking abstracts selected by expert reviewers will be presented in any of the following sessions: Late Breaking Oral Abstract Sessions, Late Breaking Poster Discussion Sessions, Late Breaking Thematic Poster Sessions and On-site Poster Display. In addition, authors should indicate the thematic area (see Abstract Topics) their late breaking abstract should be assigned to.

Please note that the final decisions regarding the allocation and the type of presentation of the submitted late breaking abstract will be made by the Scientific Programme Committee.

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

For clinical studies, clinical trials or translational research late breaking abstract submissions, the presenting author can be any of the listed authors, but without affiliations to industry. For basic research late breaking abstract submissions, the presenting author can be any of the listed authors.

2.2.2 Late Breaking Oral Abstract Session

The Late Breaking 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.

2.2.3 Late Breaking Poster Discussion Session

The Late Breaking Poster Discussion Session (LB PDS) will take place in designated areas in the poster area and will be presented as E-Posters. Moderators will lead a discussion of around 15 related electronic posters in the session, asking the audience and the presenters to set the work in context and draw out important themes and conclusions. Each Late Breaking 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 4-6 minutes (depending on the number of abstracts per session.)

2.2.4 Late Breaking Thematic Poster Session

The Late Breaking 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 "take home message" which will allow the moderators to select the best posters of each session.

2.2.5 Late Breaking On-site Poster Display

All posters in this category did not qualify for an Late Breaking Oral Abstract Session, Late Breaking Poster Discussion or Late Breaking Thematic Poster Session. The posters in this category will be on display only during the congress and not published on the EAACI Media Library or in the Allergy Journal after the congress.

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2.2.6 Poster Size and Format

All posters will be presented in portrait format and have only one slide. This applies for poster discussion sessions as well as for thematic poster sessions and on-site poster display. Detailed instructions for the preparation of visual presentations and posters will be made available on the EAACI website in April.

Due to the “EAACI goes green”-initiative no paper posters are allowed

2.2.7 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 Campus and online.

2.3 Late Breaking Abstract instructions

2.3.1 Notification of acceptance

Notifications of acceptance or rejection of the late breaking abstracts will be sent to the presenting author of the late breaking abstract by **Mid-April 2020**.

The submitting author will receive the confirmation email stating that the late breaking abstract has been submitted successfully. All further communication including notification letter will be **ONLY** with the presenting author that has been indicated during the late breaking abstract submission.

With the notification of acceptance, late breaking abstract presenters will be informed about the time and date of their presentation. EAACI cannot guarantee that presenting authors who do not show up to present their late breaking abstract during the session will be accepted for late breaking abstract presentations at future congresses. These “no-shows” are refused for publication on the Allergy Journal and the EAACI Media Library.

2.3.2 Registration

The presenting author of a late breaking abstract must register for the congress. Until **31 April 2020** the presenting author is offered a special extended “early fee”. The registration fee may be refunded if the late breaking abstract is rejected. Please note that some countries require a visa to visit the [UK](http://www.gov.uk).

2.3.3 Publication of late breaking abstracts

Accepted late breaking abstracts will be published in the online programme, EAACI website, EAACI App and Media Library during the Congress. Publication of the late breaking abstracts as a supplement in the Allergy Journal will be done after the congress. Please note that only presented and selected late breaking abstracts will be published in Allergy Journal. In order to have your late breaking abstract published on the website you need to be registered for the congress by 15 May 2020. Kindly note that all abstracts selected for on-site poster display will **NOT** be published in the Media Library nor in the Allergy Journal.

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2.3.4 **No-show policy**

Submission of a late breaking abstract constitutes a formal commitment by the author(s) to present the work if accepted. If a presenting author of an accepted late breaking abstract is absent during the session when his/her late breaking abstract is presented risks to jeopardize future acceptance at other EAACI Congresses and Events, if not justified (withdrawn). These late breaking abstracts will be excluded from publication in the Allergy Journal and on the EAACI Media Library.

2.3.5 **Withdrawal of a late breaking abstract**

If you need to withdraw your late breaking abstract, a written statement listing the reasons for this decision must be sent to the EAACI Scientific Secretariat no later than **1 April 2020** (abstract@eaaci.org). Withdrawals after this date cannot be accepted.

2.3.6 **Late Breaking Abstract Embargo**

Late breaking abstracts accepted for the congress are subject to the EAACI embargo rules as published on the EAACI Website.

2.3.7 **Copyright**

By submitting your late breaking abstract to the EAACI Congress 2020 you are agreeing to the transfer of the copyright to EAACI/Wiley.

EAACI copyright is only lifted if the late breaking abstract is not accepted for publication in the Allergy Journal after the congress.

The submission of late breaking abstracts accepted for EAACI 2020 and published in the Allergy Journal, requires the permission of EAACI/Wiley as copyright holder. Requests must be done via the [Wiley online system](#).

Commercial data mining of late breaking abstracts published in the Allergy Journal requires the permission of EAACI/Wiley and approval must be sought before inception of the project via the [Wiley online system](#).

2.3.8 **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 EAACI Congress 2020.

The information collected in this call for late breaking abstract submission is subject to data processing to proceed with the elaboration of the Scientific Programme during the EAACI Congress 2020 in London.

Provision of personal data is a statutory requirement to list the authors who have contributed to research submitted. Authors not listed in the submission will not be acknowledged in the late breaking abstract, if accepted for publication on the EAACI Media Library or the Allergy Journal or presentation at the Congress.

Your personal data will be shared with EAACI, KIT, the EAACI Committees, and late breaking abstract reviewers involved in the late breaking abstract selection for the EAACI Congress 2020.

Transfer of personal data to contactors as well as EAACI related scientific organisations may occur for production, promotion and dissemination of congress content.

In accordance with the chapter 3 of the European Regulation 2016/679 with regards to data protection, you have the right to request EAACI access, rectification or erasure of your personal data, restriction or object to processing as well as the right to data portability. This is one thru withdrawal of the late breaking abstract according to the terms and conditions of withdrawal. For such, please contact (together with a proof of identity):

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Data Privacy

European Academy of Allergy and Clinical Immunology (EAACI)

Attn: Charalampos Kostaras

Hagenholzstrasse 111

CH-8050 Zurich

Or by email to: gdpr@eaaci.org

2.3.9 Late Breaking Abstract Review

All late breaking abstracts will be blinded for review by a minimum of 3 members of the late breaking abstract review committee. All the reviewers have been selected by the Scientific Programme Committee to review late breaking abstracts in their category that best fits their expertise.

EAACI aims for good quality of science without compromising scientific integrity.

The late breaking abstract reviewers are required to identify late breaking abstracts pertaining to commercial promotion of a proprietary product or data originating from the same study across several late breaking abstracts in order to notify the Scientific Programme Committee for further action.

Please note that the final decisions regarding the allocation and the type of presentation of the submitted late breaking abstract will be made by the Scientific Programme Committee. No rescheduling or changes by the submitters will be possible once the late breaking abstract deadline is closed.

Contact

For any assistance for the submission of the late breaking abstract please contact the Scientific Secretariat at: abstract@eaaci.org

Deadlines are subject to change.

Date: 06 February 2020/sl