

ABSTRACT SUBMISSIONS

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CALENDAR

ABSTRACT SUBMISSIONS

01 November 2015 – 15 December 2015 (23:59 CET)

23 March 2016 – Accepted abstract presenter preregistration deadline
Presenters of accepted abstracts must pre-register online for Euroanaesthesia 2016 before this date

23 March 2016 - Deadline for abstract withdrawals

SUBMISSION CONDITIONS

- The work in the abstract should not be presented nor appear in another format at any international English-speaking meeting before Euroanaesthesia 2016.
- The work should not be published before Euroanaesthesia 2016, in whole or in abstract, in an indexed journal.
- Your presentation will be unbiased, based on the best available evidence and all elements of the presentation will be free from the control of commercial interests.
- Authors are responsible for ensuring that they have avoided, or at least declared, any significant conflicts of interest associated with submissions. A conflict of interest declaration must be included in the submission, containing either "none declared" or details of any potential conflicts of interest. There is a conflict of interest section in the submission form for this purpose.
- In consideration of the European Society of Anaesthesiology taking action in reviewing and editing the submission, the author(s) must transfer, assign, and otherwise convey copyright of ownership in said work to the European Society of Anaesthesiology in the event said work is published by the Society. This copyright assignment applies only to the abstract submitted and does not apply to, or prevent, subsequent publication elsewhere of a full manuscript relating to the subject matter of such abstract.

CONFLICTS OF INTEREST

Any abstract presenter, who takes part in an abstract presentation session at Euroanaesthesia 2016, must declare the existence of any relationship or arrangement, direct or indirect that could be reasonably considered to affect the content of their presentation. This includes, but is not limited to, factors such as financial relationships, advisory positions, receipt of payments, expenses, grants, or departmental support, and membership of other organisations.

Individuals who declare a 'Conflict of Interest' at the time of submission should also disclose this to the audience at the beginning of their presentation. The audience, other presenters at a session, and chairpersons are entitled to request such statements if they are not made.

ETHICAL RESEARCH DECLARATION

All abstracts submitted to Euroanesthesia must meet internationally accepted ethical standards for animal and human research. When uploading your abstract you will be required to fill in the type of study you are submitting.

The following table details the requirements that must be met for each type of study.

Type of Abstract	Ethical Approval	Additional Requirements
1. Prospective observational only	Yes or IRB waiver	No
2. Retrospective data review	Yes or IRB waiver	No
3. Audit/Evaluation involving human tissue	Yes or IRB waiver	Confirmation that patient consent has been received
4. Prospective case series involving a new procedure or treatment	Yes or IRB waiver	Confirmation that patient consent has been received
5. Any study involving randomization	Yes or IRB waiver	Confirmation that patient consent has been received
6. Any study involving animals	Yes or IRB waiver	Confirmation that institutional standards for animals have been reached
7. Observational case study/series involving no new treatment/procedure	No	Patient consent in PDF of JPG format
8. Survey	No	No
9. Audit	No	No
10. Service Evaluation	No	No

During the submission process you will be required to confirm that the requirements have been met.

If ethical committee approval is required you will also be asked to provide the number of the approval, the date of the approval and the name of the chair of the committee who provided the approval. For observational case study/series involving no new treatment/procedure that require patient consent, you will be asked to upload the consent in a PDF of JPG format.

Please ensure you have all of these at hand before beginning the submission process.

NOTE: Submission will not be allowed if ethical requirements are not met or if the details of ethical committee approval are not provided when indicated.

ABSTRACT OPINIONS

Euroanaesthesia offers two options for abstract submission:

OPTION 1: CLINICAL OR EXPERIMENTAL STUDY

This option is most suited for scientific research. Abstract presented under this option should contain concise statements of:

- **Background and Goal of Study:** Indicate the purpose and objective of the research; clearly state the hypothesis that was tested by study or the observations that are sought.
- **Materials and Methods:** Describe methods used. Standard methods need only be named, but uncommon or new methods may need a more detailed description. The reader must understand how the data were generated. Indicate how the data were analysed and which statistical tests were used.
- **Results and Discussion:** Present as clearly and detailed as possible the findings and outcome of the study in summarised form. Abstracts need only short discussions. Focus on what can be concluded from the data and explain them in simple words. Avoid any speculations.
- **Conclusion(s):** Give a simple answer to the hypothesis in the light of the new data from your study. You may wish to suggest what needs to be studied next. The conclusion must be justified by your data.
- **References (optional):** Include up to three references, numbered according to order of occurrence in the text, with the corresponding number in the text.
- **Acknowledgements (optional):** Include any acknowledgement you wish to make.

OPTION 2: CASE REPORT

The second option is most suited for presenting a case report. Case reports should only be submitted if they present a case or therapeutic approach that has not been published before. Case reports presented under this option should contain concise statements of:

- **Background:** Describe the underlying clinical question or problem. Brief statement summarising why this case is unusual and noteworthy should be included.
- **Case report:** Summarise the information that you have gathered: a brief history and important and relevant positive and negative findings with details of investigations, treatment, and the condition of the patient after treatment.
- **Discussion:** State the significance of the information. Explain the objective of reporting the case; describe what others have written before about the condition

or any related feature. Support with facts the message you are trying to convey. The reviewers want proof of the rarity and relevance of the condition and the scientific explanations for it.

- **References:** Include up to three references, numbered according to order of occurrence in the text, with the corresponding number in the text.
- **Learning points:** These are essentially your final conclusions and serve to crystallise your thoughts on exactly why you think this case is of value and what we can learn from it.

DETAILED GUIDELINES

Please read the following important information and guidelines carefully before submitting your abstract. Non-adherence to these submission guidelines may be cause for rejection of submitted abstract(s).

[DOWNLOAD HERE THE COMPLETE ABSTRACT GUIDELINES](#)

Language

All abstracts must be written in English. Please write as simply as possible and avoid language mistakes. If English is not your first language we recommend that you have your abstract reviewed by a native speaker before submission.

Submission process

Abstracts can only be submitted online via the Euroanaesthesia abstract submission website as of 1 November 2015. Abstracts submitted by mail, fax or e-mail will not be accepted.

Number of Authors

Up to 6 authors (abstract presenter + 5 co-authors) for an abstract are allowed. The presenting author will be automatically listed first and (s)he will also be the contact author. The presenter's full name and professional address data needs to be entered. The affiliation of all authors must be entered.

Length

The abstract text should not exceed 2500 characters (including spaces).

Font

Use a standard font like Arial when formatting your text. This will help prevent special characters from getting lost when copying your text to the on-line abstract submission form. Please remember to check the final abstract with the system's preview function before submission, and edit or replace as necessary.

Picture

Images, graphs or illustrations in colour are allowed.

Spelling

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.

Learning Track

The abstract learning track is the general heading under which your abstract will be reviewed and later published in the congress printed materials if accepted. Please choose the learning track which best describes the subject of your abstract. However, the Scientific Committee reserves the right to decide on final learning track assignment upon abstract selection.

REVIEW

All submitted abstracts will go through a blind peer-review process carried out by international reviewers selected by the ESA Scientific Committee. Each abstract will be reviewed by three reviewers.

Notification of results and schedule

Notification of acceptance or rejection will be sent to the submitting (corresponding) and presenting author by mid of February 2016. **Please note that the presenting author will be receiving the notification e-mails and is responsible for informing all co-authors of the status of the abstract.**

The date and time of the session to which your abstract has been allocated will be available on the notification site. The URL of the notification site will be published as soon as possible after the review is finished.

If an individual submits multiple abstracts and more than one abstract is accepted for presentation, the ESA will attempt to schedule the presentations to prevent time conflicts for the presenter. Because of the complexity of scheduling the large number of accepted abstracts, some conflicts in presentation times may be unavoidable. If a scheduling conflict occurs, the original abstract presenter will be responsible for selecting a co-author to present the abstract. The new abstract presenter needs to clearly understand the study and the abstract, and has to be registered for the congress.

PUBLICATION

- All accepted abstracts will be published in their entirety as an e-supplement to the June 2016 edition of the European Journal of Anaesthesiology.
- They will also be made available online.
- Note that publication of the accepted abstract is dependent on the timely preregistration of the abstract presenter.

- If accepted for presentation at the congress, the abstract will be published as entered into the abstract submission programme. However, the editors reserve the right to edit any abstract that contains grammatical errors.

PRESENTATION

Abstract presenters will be required to make a **formal presentation in front of the e-poster terminal**.

Two chairpersons will conduct, in front of the e-poster terminal, a short discussion of each abstract with the presenter and the audience, for every abstract in that session. In each session, up to 12 abstracts will be presented.

E-Poster Submission

In April 2016 abstract presenters will receive an email with all the instructions to submit their e-poster(s) through a dedicated online system.

Submission start date: **15 April 2016**

Submission deadline: **16 May 2016**

It is the presenters' responsibility to submit their e-poster(s).

Submissions after the deadline will not be accepted and the poster will be removed from the session.

E-Poster Presentation

Your poster will be shown on new interactive poster terminals. You can see more details about the terminals at this website. You will receive an invitation email with your personal upload link after the abstract submission. If you already want to prepare your poster, please consider the following requirements

- Each poster must be submitted as a single page PDF document with a size of 1'080 by 1'536 pixels or 381 by 542 mm in portrait orientation.
- In order to create your poster, you can download a PowerPoint- or Keynote template which has already the right dimensions and recommended font sizes. Those templates only need to be exported into a PDF. You can find those poster templates which have already the right dimensions [here](#).
- You can enrich your poster by embedding videos (30 seconds) into your poster. Your poster has to be saved in the .PPTX format if you use videos. Afterwards upload your PowerPoint poster file online, which includes your videos. If you don't have videos included, your poster must be submitted as a PDF. PPT-Files can't be accepted. The Videos will be played muted.

REGISTRATION OF THE ABSTRACT PRESENTER

If the abstract is accepted, the author commits him/herself to present his/her work at Euroanaesthesia 2016.

Accepted Abstract presenters can benefit from the Early Bird fee until 23 March 2016 instead of 24 February 2016!

If a presenter fails to meet the Pre-registration deadline of 23 March 2016:

- His/her abstract(s) will not be published in the e-supplement of the European Journal of Anaesthesiology and will be rejected for presentation at the Congress.
- His/her abstract(s) will be withdrawn by the ESA and removed from all Euroanaesthesia 2016 related publications

Accepted Abstract Presenters- In order to benefit from the reduced fee, you need to apply and pay the ESA membership fee by 31 January 2016 Fees include 20% UK VAT	Registration Until 23/03/2016
Active Member	€ 500
Affiliate Member	€ 500
Associate Member	€ 600
Specialist Society Member	€ 600
Trainee Member	€ 300
Retired Member	€ 300
Diplomate	€ 300
Non-Physician Register Health Professionals (NPRHP)	€ 300
Medical Student Member	€ 100
Non-Member	€ 690

Accepted Abstract Presenters from Reduced Fee Countries* Fees Include 20% UK VAT	Registration Until 23/03/2016
Active Member	€ 300
Affiliate Member	€ 300
Associate Member	€ 360
Specialist Society Member	€ 360
Trainee Member	€ 200
Retired Member	€ 200
Diplomate	€ 200
Non-Physician Register Health Professionals (NPRHP) Reduced Fee Countries	€ 200

BEST ABSTRACT PRIZE COMPETITION

Prizes of €3000, €2000 and €1000 are awarded for the best three abstracts presented at Euroanaesthesia. The selection procedure is as follows:

1. The relevant Scientific Subcommittee will nominate a maximum of two abstracts in each learning track.
2. The Scientific Committee will select 6 abstracts from the nominated list to be presented in the competition.
3. The 12 runner-up best abstracts will be marked as such on the poster boards.
4. Each Best Abstract nominee will give a 10-minute PowerPoint presentation followed by a 5-minute discussion on the abstract.
5. The Best Abstract Prize competition (BAPC) session is scheduled on Sunday 29 May 2016 from 14:00 to 16:00. The three best abstracts will be announced after the presentations.

WITHDRAWAL CONDITIONS

WRITTEN NOTICE MUST BE SUBMITTED

If a submitted abstract must be withdrawn, a written withdrawal request must be submitted to the abstracts@esahq.org by e-mail originating from the presenter's e-mail address.

This notice must clearly mention:

- Abstract submission number;
- Title and presenter's contact data;
- Reason(s) for withdrawal of the abstract;
- Attest that all authors are in agreement that the abstract must be withdrawn.

An abstract is considered withdrawn as soon as you have received written confirmation of its withdrawal from the organisers. If you do not receive confirmation of withdrawal within 3 business days after your request, please contact the ESA Secretariat.

If the presenter of an accepted abstract has not registered for Euroanaesthesia 2016 by 23 March 2016, his/her abstract will be withdrawn by ESA and removed from all Euroanaesthesia related publications and Final Programme.

If you have registered but decide to withdraw your abstract after this date, ESA will

not be able to withdraw your abstract from the above-mentioned publications.

More information on registration cancellation, refund requests, etc

HOW TO WRITE AN ABSTRACT

Writing an abstract is often the first time the data from a study are analysed. You must have a clear idea of the central finding of the study before starting to write. The first step is to display all the data in draft figures and to discuss them with your co-workers.

Review the original study hypothesis and work out the key findings. An abstract cannot contain all the results, so construct a priority list of the material which must be included and the less important material which may be omitted.

Please note that on the submission website you will be presented with a text box to be completed for each of the following mandatory body parts of your abstract:

- Background and Goal of study
- Material and Methods
- Results and Discussion
- Conclusion

Below you will find explained in detail what each part should comprise.

Title

The title is important. It is the first thing that the reviewer will see from your abstract and gives the first impression. It is the only part of your work that most of the participants at the congress will read.

A poorly titled abstract may be overlooked by those working in the same field and you will not reach your intended audience. Spend some time on it! It should be a concise summary of your abstract.

Write down the key points of the work as a first step and try to link them together. Avoid redundant words like "Study of" or "Investigation of".

Construct several versions of your title and ask your colleagues whether they get the key message. Try to read your title from the perspective of a reviewer. Does it convince you that the abstract is new, interesting, important and relevant to the field?

As you are submitting on-line, you should not include the title and the authors names and affiliation in the abstract submitted. Those informations will be encoded separately.

Background and Goal of study

Abstracts need very short introductions. A short summary of previous work, directly relevant to your study to outline the scientific background and indicate the gap in current knowledge that your study will fill.

You must state clearly the hypothesis to be tested by study or the observations that are sought. This is often best as a question that later can be answered in the conclusion section.

Material and Methods

State briefly the methods used. Standard methods need only be named, but uncommon or new methods may need a more detailed description. If you did a clinical study, state the study design (randomised, controlled, blinded, prospective...) and briefly the patient selection and exclusion criteria before you describe how the study was carried out.

In animal experiments, define the species used, and the plan of the experiment (i.e. the time sequence of interventions and measurements). The reader must understand how the data were generated. Indicate how the data were analysed and which statistical tests were used.

Reporting negative findings is often a source of problems. The reader needs to know if there is really no important difference or whether the study has simply failed to detect a real and important difference, perhaps because the study was too small (In other words does "absence of proof" necessarily show "proof of absence").

If you report negative findings, you can convince readers and reviewers that this is important by giving the power of the study or the minimum (important) difference that your study was designed to detect with a given alpha and beta error. If you are not sure about this issue, seek statistical help before submitting the abstract.

Scientific writing already has too many abbreviations, which can confuse and mislead. Try to avoid them if at all possible and do not invent new ones. If you need to use abbreviations, use explicit ones (like "thio" for "thiopental") and always define them in the text.

Results and Discussion

Poor presentation of data often causes rejection. In this part of the abstract the reader must learn how your conclusion is justified by the data.

For clinical studies, the patient characteristics should be mentioned first (number studied, age, sex, height and weight). You must give the numbers (summarised as mean or median) and always give an index of variation and say what it is (i.e. standard deviation, 95% confidence intervals)! For data that are not normally distributed, median and quartile values are more appropriate.

You should not report effects or “trends” only in descriptive terms, like “blood pressure increased significantly after drug A, but not after drug B”. Give the results of the statistical tests. If you report negative findings, you may use the 95% confidence interval as index of variation and report the calculated P-value (“P= not significant” is not appropriate; since there is a big difference between $P=0.06$, and $P=0.9$).

Because of the limited space, you must focus on your most important findings. Some data are best given in a table or a figure. There are no fixed rules, but tables are better for presenting exact numbers, while a pronounced trend or effect is often easier seen in a figure. Always include an index of variation in your figures or tables and to report the results of the statistical test. Define all symbols in the text. If you have some free space, it is helpful to put a summary sentence in the text, stating the main finding from the figure or table, but do not repeat the data.

For figures you upload, do not use three-dimensional columns, gridlines, plot frames, boxes around labels and remove all other unnecessary artwork. All these additional elements will distract the reader from your data. Crowded ticks on one or both axes also will draw the eye away from the curves and labels. As a rule of thumb, keep the maximum number of major ticks per axis to five.

Make any breaks in the axis clearly visible. In the best figure, every line or symbol should convey information, and there will be “no non-data ink”. Remember that the size of the figures may be reduced: all items must be big enough to be easily read after reduction.

Abstracts need only short discussions. Focus on what can be concluded from the data and explain them in simple words. Avoid any speculations.

Conclusion

Here, come back to the study hypothesis outlined in the first paragraph of the abstract. Give a simple answer to the hypothesis in the light of the new data from your study. You may wish to suggest what needs to be studied next (but avoid just saying “further work is necessary”).

Authors often then state some clinical implications, to underline the importance of the study. But be careful! The reviewers will check whether your conclusion is justified by your data.

References (optional)

You may include up to three references, numbered according to order of occurrence in the text, with the corresponding number in the text. Use the following layout and punctuation: Author name up to three (followed by et al if more). Journal title abbreviated as for Index Medicus year of publication; volume number: starting page number-finishing page number. Thus: “Adam AB, Eve Q, Cain OM, et al. Clin. Sci. 1997;99:45-101”.

Acknowledgements (optional)

You may include any acknowledgement you wish to make. Do not include information that you have entered (or still need to) in the disclosure of conflict of interests; you will be asked to disclose any conflict(s) of interest in a separate step of the submission process.

From draft to final version

After you have written the first draft version of your abstract, you may find that your abstract is helplessly over length. Condensing the information until the abstract fits into the electronic abstract submission boxes is a real challenge and may take some time.

First, go through the text slowly and check each sentence to see how the same idea can be expressed more briefly. In the result section, a figure or table may replace a long list of data. Substantial shortening is often possible in the introduction and conclusion section. As a last resort, limit the data given in the abstract.

Put away this first “final” version for a few days and then discuss it with your co-authors and also some colleagues who have not been involved in your research. The suggestions of a “naive expert” are often very helpful. Go through the abstract several times and take the perspective of a reviewer. Does your abstract meet all formal requirements? Is it interesting and relevant to the field? Are the data clearly presented? Is your conclusion supported by the data?

After you have made the final changes in your abstract, make sure that all of your co-authors agree with the final version.

G.B. Drummond
Chairman of the Scientific Programme Committee (2003-2005)

FAQ

CAN I MAKE A CORRECTION OF MY ABSTRACT?

During the submission period, as long as you do not submit the abstract, it can be saved, edited and revised online as many times as needed, until the submission period ends.

Once you have submitted an abstract, it is still possible to make corrections prior to the submission deadline. However, the abstract has to be submitted again otherwise it will stay in “draft” status and will not be considered for the review.

In the case of errors in the abstract discovered after the deadline, you can either withdraw the abstract or - for minor errors - may indicate the correction during the

presentation at the congress. However, changes will not be included in the published version of the abstract.

CAN I STILL CHANGE THE PRESENTER OF MY ABSTRACT AFTER THE SUBMISSION DEADLINE HAS BEEN REACHED? HOW DO I DO THAT?

The original presenter must send a **written request to the ESA Secretariat by e-mail** to abstracts@esahq.org including:

- the abstract's 'accepted number' or 'the submission number';
- its title;
- statement specifying that you authorise "Dr. XWZ" (who must be one of the co-authors) to present it;
- the date of birth and a full address (including e-mail and phone) of the new presenter.

Please note that the change of presenter is **NOT accepted or completed unless you receive a reply from the ESA Secretariat confirming the change of presenter.**

The new presenter will of course have to pre-register by 23 March 2016.

The original presenter is responsible for providing the new presenter with all important information regarding the abstract presentation.

Please note that even if the presenter is changed according to this procedure, the order of the authors list will not be affected in any publication. It will be published as originally submitted.

WHAT IF I PRE-REGISTER AND FIND OUT THAT I CANNOT TRAVEL DURING THE MEETING PERIOD?

If one of the co-authors is willing to present the abstract at the meeting, your registration can be transferred to him/her (for which an administrative fee will be charged: the standard rules about cancellations/refunds/name changes apply, with the understanding that the pre-registration of an abstract presenter must be finalised by 23 March 2016). Please contact abstracts@esahq.org and provide all details specified in the topic above about changing the presenter.

IF I CANNOT GO TO THE MEETING TO PRESENT MY ACCEPTED ABSTRACT, CAN IT STILL BE PUBLISHED?

YES, but only if one of the co-authors pre-registers as presenter (see above for instructions on how to change the presenter) before the pre-registration deadline (23 March 2016) and presents the abstract.

If no one registers in time as presenter, your abstract will be withdrawn by ESA

and removed from all Euroanaesthesia related publications (mobile app, abstract publication website(s) and Final Programme), and of course rejected for presentation at the congress itself.

ACCORDING TO MY SCHEDULE, I HAVE TO PRESENT TWO ABSTRACTS IN TWO DIFFERENT SESSIONS THAT ARE AT THE SAME TIME? CAN MY SCHEDULE BE CHANGED?

No, it cannot.

We try to avoid this from happening, but if a conflict occurs it can only be solved in the following way:

- Find one of the co-authors to present one of the abstracts for you.
- On site at the congress, make sure you go to the poster row where your abstract will be presented well in time and contact the chairperson of both sessions before the sessions start. Explain your case and ask the chairperson that you be allowed to be the first to present your abstract in one session and last in the other session. This way you can present both abstracts yourself.

When contacting the ESA Secretariat in relation to an abstract, please always mention the following data:

- The abstract submission number.
- The title of your abstract.
- In case you want to change the presenter: full contact details for the new presenter, including e-mail and phone.