

## Euroanaesthesia 2016 – Late Breaking Abstract guidelines

### IMPORTANT DATES

**Submission opens - 1 April 2016**

**Submission deadline - 15 April 2016, 23:59 CET**

### CALL FOR LATE BREAKING ABSTRACTS

The organisers encourage the submission of late-breaking abstracts for clinical and experimental studies of above average quality, which were unable to be submitted by the regular abstract deadline for the Euroanaesthesia 2016 Congress (which was 15 December 2015).

Late-breaking abstracts are abstracts which describe important current research advances and which have not been submitted previously.

Please note that late-breaking abstracts submission is not a second chance for those who missed the official abstract deadline.

Please read the following guidelines carefully before submitting your late breaking abstract.

Non-adherence to these submission guidelines will lead to rejection of submitted abstract(s).

- The abstract has to start with a brief statement describing the relevance of your research and what makes it worthy of being considered for the Late Breaking Abstract Session.
- Only clinical or experimental studies will be considered, no case reports.
- Only state-of-the-art researches with up-to-date results are considered as Late Breaking abstracts.
- All abstracts must be **written in English**. Please write as simply as possible and avoid language mistakes.
- Abstracts **can only be submitted online** via the Euroanaesthesia abstract submission website (<http://www.abstractserver.com/esa2016/LB/>) as of 1 April 2016 and until 15 April 2016. Abstracts submitted by mail, fax or e-mail will not be accepted.
- **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.
- The abstract category will be "Late Breaking Abstract Session" under which your abstract will be reviewed and presented during the congress.
- The abstract will be accessed by a mobile application which will be developed for the Congress and published in the online programme. **Due to the publishing deadlines, the abstract will not appear neither in the printed version of the programme nor in the abstract book.**
- The abstract text should not exceed **2500 characters**.
- **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 online abstract submission form. Please remember to check the final abstract with the system's preview function before submission, and edit or replace as necessary.
- Images, graphs or **illustrations in colour are allowed**.
- 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.
- **Duplicate abstracts will be refused.**
- If you have any questions regarding your abstract submission, please contact the ESA Secretariat via [abstracts@esahq.org](mailto:abstracts@esahq.org)

Abstract should contain concise statements of:

- **Relevance of research:** Start your abstract with a brief statement describing the relevance of your research and what makes it worthy of being considered for the Late Breaking Abstract Session.
- **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.

## ABSTRACT SUBMISSION CONDITIONS

The work in the abstract should not be presented nor appear in another format at any international English-speaking meeting before the Euroanaesthesia 2016 Congress. 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.

## Ethical Research Declaration

- All clinical or experimental studies must be conducted according to the European regulation authorities for ethics in human or animal research. **A statement is required indicating that an institutional review board (IRB), independent ethics committee (IEC) or ethical review board (ERB) approved the study or deemed the study exempt from review.** such an approval was not obtained, the abstract will be rejected.
- At the end of the abstract submission process, the **abstract submitter will be asked to declare the approval or exemption from review by the ethical committee base on the type of study.**

## **Conflicts of Interest**

Any abstract presenter, who takes part in an abstract presentation session at the Euroanaesthesia 2016 Congress, 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.

## **Abstract Receipt Acknowledgment**

Upon submission you will get an acknowledgment with confirmation number via e-mail indicating that your abstract was received. If you do not receive an acknowledgment email with confirmation number within 1 business days then you are responsible for contacting the ESA ([esa2016@abstractserver.com](mailto:esa2016@abstractserver.com)) to obtain confirmation. Please include the confirmation number in any written correspondence or phone conversation regarding your abstract submission.

## **Abstract Corrections**

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 possible after the deadline.

## **ABSTRACT 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 up to three reviewers.

## **NOTIFICATION OF RESULTS AND SCHEDULE**

Notification of acceptance or rejection will be sent to the submitting (corresponding) author by early May 2016. Please note that only the corresponding author will receive the notification e-mail and (s)he 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.

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.

## REGISTRATION OF THE ABSTRACT PRESENTER

If the abstract is accepted, the author commits him/herself to present his/her work at Euroanaesthesia 2016. Presenters of accepted abstracts must preregister for the congress before 11 May 2016 (23:59 CET).

If you wish to attend the Euroanaesthesia 2016 congress regardless of the outcome of the abstract review, you can register through [www.esahq.org](http://www.esahq.org)

**Abstract(s) will be rejected for presentation at Euroanaesthesia 2016 if the presenter fails to register before 11 May 2016 (23:59 CET)**

## ABSTRACT WITHDRAWAL

If a submitted abstract must be withdrawn, a **written** withdrawal request must be submitted to the ESA Secretariat ([abstracts@esahq.org](mailto: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 ([abstracts@esahq.org](mailto:abstracts@esahq.org)).

If the presenter of an accepted abstract has not registered by 11 May 2016, his/her abstract will be withdrawn by ESA.

More information regarding the registration cancellation, refund requests, etc., is available on the ESA website ([www.esahq.org](http://www.esahq.org)).

## LATE-BREAKING ABSTRACT PRESENTATION

Late-Breaking abstracts will be presented during a specific poster session as an **e-poster**, followed by an oral discussion in front of the e-poster terminal by the presenter.

Abstract presenters will be required to make a formal presentation in front of the e-poster terminal. 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 the session. A hostess will be present at the Abstract Poster Desk if you require any assistance.

Poster presenters will be required to stand by their e-poster screen 15 minutes before and 15 minutes after their session, to address further questions.

If your abstract will be accepted, you will receive an email with all the instructions to submit their e-poster(s) through a dedicated online system.

Abstract e-poster submission deadline: 17 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-posters

- Your poster will be shown on new interactive poster terminals. You can see more details about the terminals at this website: <http://www.dasterminal.com>. 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: <http://www.dasterminal.com/Poster-Templates.zip>
- 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.