

# Abstract Submission & Guidelines

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|---|-----------------------------|
| First abstract submission deadline – Extended             | Wednesday 8th May, 2024     |
| Notifications for 1st Submission                          | By 20th June, 2024          |
| Late Breaking Abstract Submission – Open Online           | By June 6th, 2024           |
| Late Breaking Abstract Submission Deadline (no extension) | 15th July, 2024 – 23:59 CET |
| Late Breaking Abstract Notifications                      | By mid-August 2024          |

## Abstract Submission for IUMS24 is now closed

### Deadline

15th July, 2024 – 23:59 CET

### Abstract Notifications

by end June, 2024

### RULES FOR SUBMISSION

Please read the submission rules before submitting an abstract.

- Abstracts must be submitted online via the website only.
- ABSTRACTS SUBMITTED BY EMAIL WILL NOT BE ACCEPTED.
- Presentation Type: Abstracts may be submitted for Oral or Poster.
- The Scientific Committee will determine whether the abstract will be accepted for presentation, with consideration given to the author's preference.
- Abstracts must be received by the announced deadline.

Abstracts received after the deadline will not be considered.

### **Limitations:**

- The same person may submit up to 5 abstracts regardless of presenting author.
- The same person may serve as presenting author on up to 3 abstracts.
- Presenting authors must be registered participants. Only abstracts of authors who have paid their registration fees will be scheduled for presentation.
- The presenting author is required to ensure that all co-authors are aware of the content of the abstract and agree to its submission, before submitting the abstract.
- Abstracts must be submitted in English – All abstracts should be submitted and presented in clear English with accurate grammar and spelling of a quality suitable for publication. If you need help, please arrange for the review of your abstract by a colleague who is a native English speaker, by a university specific publications office (or other similar facility) or by a copy editor, prior to submission.
- Disclosure of Conflicts of Interest: Abstract submitters will be required to disclose any conflict of interests in the submission form.
- Instructions for preparation of the oral presentations will be made available on the conference website.

### **GUIDELINES FOR SUBMISSION**

□ Before you begin, please prepare the following information:

- □ Presenting author's contact details:
  - Full first and family name(s)
  - Email address
  - Affiliation details: department, institution / hospital, city state (if relevant), Country

- Phone number
- Author and co-authors' details
- Preferred Presentation type: Oral Presentation/ E-Poster
- Abstract title – must be in UPPER CASE and limited to 25 words. Please submit symbols as words.
- Abstract text – limited to 250 words including acknowledgments. (Please Note: word count is affected when graphs/tables are included).
- Abstract topic – select the abstract topic per the list of topics.
- Images– The maximum file size of each image is 500 KB. The maximum pixel size of the graph/image is 600(w) x 800(h) pixel. You may upload images in JPG, GIF or PNG format.
- Abstracts should clearly state:
  - Background and aims
  - Methods
  - Results
  - Conclusions
- Use only standard abbreviations. Place special or unusual abbreviations in parentheses after the full word the first time it appears.
- Use generic names of drugs. The presentation must be balanced and contain no commercial promotional content.
- Submissions may not contain patient names, hospital ID numbers or other identifying information.
- **IMPORTANT:** The submission form allows you to store your abstract as a DRAFT until the deadline. You may log in to the system later to make changes to your abstract, up to the submission deadline. **Click on the SUBMIT button at the end of the process in order to submit your abstract. After the deadline, changes will not be possible.**
- You will receive an abstract reference number via email after you have submitted your abstract. Please refer to this abstract number in all correspondence regarding the abstract.

- Please contact us if you have not received confirmation that your abstract has been submitted.
- Please do not submit multiple copies of the same abstract.

## **DISCLOSURE**

Disclosure of financial relationships that the author(s) may have with the manufacturer/supplier of any commercial products or services related to the work, should be indicated in the appropriate tick box on the abstract form.

## **ABSTRACT SUBMITTERS' DECLARATION**

During abstract submission you will be asked to confirm that you agree to the following:

- I confirm that I previewed this abstract and that all information is correct. I accept that the content of this abstract cannot be modified or corrected after final submission and I am aware that it will be published as submitted.
- Submission of the abstract constitutes the consent of all authors to publication (e.g. Conference website, programs, other promotions, etc.)
- The Abstract Submitter warrants and represents that no part of the information and content provided by him/her (Hereafter: the "Content") to IUMS and Kenes International (Hereafter: the "Organizers"), nor the publication of any such Content by the Organizers, on the internet or otherwise infringes any third party rights, including but not limited to privacy rights and/or intellectual property rights.
- The Abstract Submitter grants the Organizers a copyright license to reproduce, publish, translate, distribute, and display the text of the Content on a royalty-free, perpetual, irrevocable nonexclusive basis.
- I herewith confirm that the contact details saved in

this system are those of the presenting author, who will be notified about the status of the abstract. The presenting author is responsible for informing the other authors about the status of the abstract. The submitting author may request to be copied on the abstract correspondence.

- I understand that the presenting author must be a registered participant.
- The Organizers reserve the right to remove from publication and/or presentation an abstract which does not comply with the above.
- I understand that I must select a specific Theme and Topic for my abstract allocation. Although the Committee will work hard to honor this selection, this cannot be guaranteed. The Committee reserves the right to change the Theme and Topic under which the abstract was originally submitted.