

Abstract submission checklist

Below you will find the major key points and rules needed to prepare your abstract.

Template:

- Download the word template on the abstract submission platform

Topic:

- Choose your topic so that it will be reviewed in the appropriate category

Title:

- Title should be on a single line (no paragraphs)
- Length is 50-250 characters (including spaces)
- Do not use all capital letters and do not capitalise the first letter of each word
- Do not use any abbreviation in the title
- Do not put a period at the end of the title

Authors:

- Mandatory fields: Complete first name (not only your initials), last name, email and country
- Title should be listed in the 'title' field, not in the 'author name' field. In any case, it will not appear in the preview
- Indicate corresponding and presenting authors (if different from submitter)
- When copy/pasting names, make sure there is no space after the name

Affiliations:

- Department (optional), institution/company, city, country
- Do not use all capital letters and do not capitalise the first letter of each word
- When entering new author's affiliation, if the affiliation the same make sure it is written the same way

Abstract body:

- The following blocks are available in the abstract body and appear in the word template:
 - Background and Aims**
 - Methods**
 - Results**
 - Conclusions**
 - Figure (limited to one figure per abstract)**
- Do not change the headings, the system will not allow you to upload a document with modified headings:
- In total, the ideal number of block characters (including spaces) should be between 500-2500
- You do not need to enter content in all blocks

- Main formatting rules:
 - Define all abbreviations at first use
 - Decimal point should be a period (2.5)
 - Do not put spaces between signs and number (2.5=a)
 - Significance value should be small ‘p’, not bolded nor italic ($p > 2.5$)
 - Avoid using symbols (use “alpha”, not α). Never use the “symbol” font

Young Investigators:

If you are under 35 or still in training you can apply for a travel bursary

- Upload proof of age or training

Disclosure - Conflicts of interest:

- List ALL your conflicts of interest even if unrelated to the abstract
- Indicate the company(ies) for the different types of conflicts for each author
- If the type is not listed, use the “other” field and indicate the nature of the conflict
- In case of use of off-label products, disclose the name of the product and the manufacturing company

Payment:

- Only credit card payment is accepted:
 - Visa
 - Mastercard
 - American Express
- An invoice will be sent with the abstract submission confirmation

If you encounter some issue when processing the payment, please contact ILC.abstracts@easloffice.eu no later than 15 November 2017.

Modifications:

- Do not withdraw a paid abstract submission
- Modifications on draft abstracts can be done on the platform until 15 November. For submitted abstract please contact the abstract support team (ILC.abstracts@easloffice.eu) before 15 November