



## Abstract submission guideline

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### Template

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- ☐ Download the word template on the [abstract submission platform](#) or [website](#)

### Topic

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

### Title

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- ☐ 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
- ☐ Title should not have each word capitalised

#### Examples:

- ✓ This is a CORRECT example title for your ABSTRACT
- ✗ THIS IS AN INCORRECT EXAMPLE TITLE FOR YOUR ABSTRACT. (ALL Caps)
- ✗ This Is An Incorrect Example Title For Your Abstract. (Each Word Capitalised)

### Authors

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- ☐ Mandatory fields: Complete first name (not only your initials), last name, email and country
- ☐ Indicate corresponding and presenting authors (if different from submitter)
- ☐ When copy/pasting names, make sure there is no space after the name

### Affiliations

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- ☐ 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 is the same make sure it is written the same way

### Abstract body

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- ☐ 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 **OR** one image **OR** one table per abstract see example below:



OR



OR

**IMPORTANT:** Should you upload more than one figure OR one image OR one table we will keep the first and automatically delete the other(s).

- ☐ 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
- ☐ The characters of the table are included in the count of the total number of characters used
- ☐ You do not need to enter content in all blocks
- ☐ Do not leave spaces between each blocks
- ☐ Write immediately after the block's semicolon example:
  - Correct
    - ✓ Background and Aims: Many acute liver diseases are accompanied by ...
  - Wrong
    - ✗ Background and Aims:  
Many acute liver diseases are accompanied by ...
- ☐ Main formatting rules:
  - Define all abbreviations at first use
  - Decimal point should be a period (2.5)
  - 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

## Previous presentations

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- ☐ Abstracts that have previously been presented in non-EASL international gastroenterology/hepatology meetings/journals will **NOT** be accepted. Please ensure that your abstract has never been presented before. If this rule is not respected, the abstract will be rejected, and will not be considered.
- ☐ **Exception:** Any abstract submitted for presentation at any **2019-2020 EASL event** (monothematic conferences, special conferences or summits) may also be submitted and will be considered for presentation at The International Liver Congress™ 2020.

## Young investigators

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If you are **35 or under (before 15 April 2020)** and/or still in training, you can apply for a travel bursary

- ☐ Upload proof of age or training

## Disclosure – Conflicts of Interest (COI)

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- ☐ 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

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- ☐ 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](mailto:ILC.abstracts@easloffice.eu) no later than **19 November 2019 (23:59 CET)**.

## Modifications

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- ☐ You can withdraw your abstract until the notification date **31 January 2020 (23:59 CET)**
- ☐ Do not withdraw a paid abstract submission
- ☐ Modifications on draft abstracts can be done on the platform until **19 November 2019 (23:59 CET)**, by logging in [here](#)