

### GUIDELINES FOR ABSTRACT SUBMISSION

#### Important Dates

<b>Opening of Abstract submission:</b>	<b>February 22, 2021</b>
<b>Deadline for Abstract submission:</b>	<b>Friday, April 30, 2021; Midnight, CET</b>
<b>Notification of acceptance/rejection:</b>	<b>by mid-July 2021</b>
<b>Deadline for withdrawal/changes:</b>	<b>Friday, July 23, 2021</b>

#### How to submit an Abstract:

1. Abstracts may only be submitted online via the conference website <https://www.ueg.eu/week/> from February 22, 2021 until the deadline of April 30, 2021. Abstracts sent by mail, e-mail or fax will not be accepted.
2. Authors are requested to conform to guidelines for submission of abstracts. Abstracts not conforming to the guidelines will not be referred for review.
3. Abstracts will not be considered for presentation if they have been published as a full article or paper or if they have been accepted for publication (including manuscripts) in printed or electronic formats upon the submission deadline.
4. Abstracts presented previously at national or international meetings may be submitted providing this is declared, but we particularly welcome work not previously presented at international meetings.
5. Abstracts must be submitted and presented in English.
6. A title that clearly indicates the nature of the investigation needs to be provided.
7. Abbreviations should be avoided in titles but may be used in the text if they are defined at first usage.
8. Choose one primary topic listed on the website which best corresponds to the content of your abstract.
9. The abstract should be structured as follows:
  - State the specific objective of the study

- State the methods used, if pertinent
- Summarise the results obtained
- State the conclusions reached

References may be added

10. The length of the abstract (incl. introduction, aims & methods, results, conclusion and tables) must not exceed 3,600 printable characters (incl. spaces). The title of the abstract, references and disclosure are counted separately. Authors and affiliations are not included in the character count!
11. One table per abstract may be included. Each row of the table will be counted as 50 characters. Images are not allowed.
12. The use of trademarks is prohibited, only International Non-proprietary Names (INN), e.g. generic drug names, are allowed.
13. Indicate minimum 2, maximum 3 keywords which best correspond to the content of your abstract.
14. Please tick the box “Translational/Basic Science” if this applies to your abstract.
15. Please tick the box “Today’s science, Tomorrow’s medicine” if this applies to your abstract.
16. Please tick the box “Paediatric” if this applies to your abstract.
17. As it is in the intent of UEG to provide high-quality sessions focused on educational content that is free from commercial influence or bias, all potential conflict of interest need to be declared.
18. The submitting author of an abstract is **requested to declare any potential conflict of interest for all authors** during the abstract submission. Moreover, the authors’ names (full first names, family names), gender and affiliation (places of work/institution, city, country) must be provided.
19. Please ensure that your abstract does not contain spelling, grammatical or scientific errors, as it will be reproduced exactly as submitted.
20. Statements such as “data will be presented” instead of providing the actual data within the abstract will lead to automatic rejection.

21. Abstracts can be saved in draft status and completed later. Make sure to submit abstracts with the status “Draft” before the submission deadline! Only submitted abstracts will be considered for review.
22. The submission system will generate a temporary abstract number upon submission that must be used in all correspondence. If you do not receive this number immediately after your submission, your abstract has not been registered.
23. Submission of an abstract constitutes a formal commitment by the author to present the abstract in the session and at the time decided upon by the UEG Scientific Committee. Failure to present the abstract for other than well-founded reasons will lead to rejection of abstracts submitted at the next UEG Week.
24. Abstracts will be reviewed by a panel of experts and may be selected for oral or poster presentation (or may be rejected). The time allotted for each oral presentation will depend on the session to which the abstract is allocated.
25. Notification of acceptance or rejection will be mailed to the submitter and the presenting author at the e-mail address supplied on the submission form by mid-July 2021 at the latest.
26. Please ensure that e-mails can reach you by adapting your spam filter accordingly.
27. If the original presenting author is unable to present the abstract, it is that person’s responsibility to ensure that one of the co-authors takes over this role.
28. If you need to change the presenting author or withdraw your abstract, you can do so via the confirmation portal until July 23, 2021.
29. If you need to withdraw after the deadline of July 23, 2021, you are requested to provide a written statement reflecting the reasons for this decision to [uegweek.abstract@abstractserver.com](mailto:uegweek.abstract@abstractserver.com). Please note that UEG cannot guarantee any changes within its printed matters after the deadline.
30. The registration fee for the presenting author will not be waived.

31. The presenting author must register for the meeting by September 3, 2021 or withdraw the abstract. Accepted abstract presenters benefit from the extended early bird registration fee and will receive a separate email from the official housing and registration partner.
32. Accepted abstracts will be published as supplement, either in printed format, electronically or both, to the UEG Journal and online on the UEG Journal website and the UEG website. UEG requires an exclusive licence to publish the accepted abstract, which you need to grant on behalf of all authors of the abstract as part of your submission of an abstract for UEG Week.
33. Accepted abstracts, with the exception of late-breaking abstracts and UEG press-related abstracts, are under embargo until September 6, 2021. Information contained in these abstracts may not be released prior to their availability on the congress website.
34. Detailed information, guidelines and recommendations for oral or poster presentation, as well as time allotment, date, hour and venue, will be sent closer to the congress date to presenting authors whose abstracts are accepted at the meeting.

#### **Further Information**

If you have any additional questions or need further information concerning abstract submission, please contact:

UEG Week 2021 Abstract Management

E-Mail: [uegweek.abstract@abstractserver.com](mailto:uegweek.abstract@abstractserver.com)

Office Opening Hours:

Monday to Friday 09:00 – 17:00 CET