

## **GUIDELINES FOR CLINICAL CASE SUBMISSION**

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### **Important Dates**

<b>Opening of Clinical Case submission:</b>	<b>Monday, February 26, 2024</b>
<b>Deadline for Clinical Case submission:</b>	<b>Friday, April 26, 2024; Midnight, CET</b>
<b>Notification of acceptance/rejection:</b>	<b>by mid-July 2024</b>
<b>Deadline for confirmation/withdrawal/changes:</b>	<b>Friday, July 19, 2024</b>

### **How to submit a Clinical Case**

1. Clinical cases may only be submitted online via the conference website <https://www.ueg.eu/week/>, from February 26, 2024 until the deadline of April 26, 2024. Clinical cases sent by mail, e-mail or fax will not be accepted.
2. Authors are requested to conform to guidelines for submission of clinical cases. Clinical cases not conforming to the guidelines will not be referred for review.
3. Clinical cases 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 April 26 submission deadline.
4. Clinical cases 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. Clinical cases must be submitted and presented in English.
6. Choose one primary topic listed on the website which best corresponds to the topic of your clinical case.
7. A title that clearly indicates the nature of the clinical case needs to be provided.
8. Abbreviations should be avoided in titles but may be used in the text if they are defined at first usage.
9. The Clinical Case abstract should be as informative as possible:
  - a. Stick to one specific case instead of a case series.
  - b. Describe the clinical history of the patient and relevant biological data.
  - c. Summarise the investigations performed and differential diagnoses.
  - d. At this stage clarify the difficult and original aspects of the case.
  - e. Provide the final diagnosis.
  - f. Summarise the therapeutic approach.
  - g. State the points to be discussed (avoid literature review or guidelines

compliance).

10. You are asked to provide a clinical case summary (max. 2,000 characters including spaces) and to include references (max. 200 words) of illustrative material (endoscopic, radiological and pathological images, innovative physiological or other research data). We are not asking for the actual illustrative material, as upload of images is not possible, but we ask you to list the images you will then use on the poster should the case get accepted.
11. Statements such as “data will be presented” instead of providing the actual data within the clinical case will lead to automatic rejection.
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 clinical case.
14. 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 conflicts of interest need to be declared.
15. The submitting author of a clinical case is requested to declare any potential conflict of interest for all authors during the case submission. Moreover, the authors’ names (full first names, family names), gender and affiliation (places of work/institution, city, country) must be provided.
16. There is an author limit of 50 authors, study groups can be included in a separate section.
17. Please make sure that your clinical case does not contain spelling, grammatical or scientific errors, as it will be reproduced exactly as submitted.
18. Clinical cases can be saved in draft status and completed later. Make sure to submit cases with the status “Draft” before the submission deadline! Only submitted cases will be considered for review.
19. 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 clinical case has not been registered. Please also check your spam folder if you have not received this number.
20. Submission of a clinical case constitutes a formal commitment by the author to present the case in the session and at the time decided upon by the UEG Scientific Committee. Failure to present the case for other than well-founded reasons will lead to rejection of cases submitted at the next UEG Week.
21. Clinical cases will be reviewed by a panel of experts and may be selected for poster presentation (or may be rejected).

22. 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 2024 at the latest.
23. Please ensure that e-mails can reach you by adapting your spam filter accordingly. If the original presenting author is unable to present the clinical case, it is that person's responsibility to ensure that one of the co-authors takes over this role.
24. If you need to change the presenting author or withdraw your clinical case, you can do so via the confirmation portal until July 19, 2024.
25. If you need to withdraw after the deadline of July 19, 2024, 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.
26. The presenting author must register for the meeting by September 19, 2024, or withdraw the abstract. Accepted clinical case presenters benefit from the extended early bird registration fee and will receive a separate email from the official housing and registration partner.
3. Accepted clinical cases will be published on the congress platform and the UEG website. UEG requires an exclusive licence to publish the accepted case, which you need to grant on behalf of all authors of the case as part of your submission of a case for UEG Week.
27. The registration fee for the presenting author will not be waived.
28. Detailed information, guidelines and recommendations for poster presentation, as well as time allotment, date, hour and venue, will be sent closer to the congress date to presenting authors whose clinical cases are accepted at the meeting.

#### Further Information

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

UEG Week 2024 Abstract Management

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

Office Opening Hours:

Monday to Friday 09:00 – 17:00 CET