



## ABSTRACTS GUIDELINES

### ESSIC ANNUAL MEETING 2019

#### GENERAL INFORMATION

All abstracts must be submitted from **24<sup>th</sup> June 2019** to **10<sup>th</sup> September 2019** through the On-line Abstract Submission System.

Abstracts must be original and should not have been published or presented at any conferences prior to ESSIC Annual Meeting. Accepted abstracts will be published in the Online Abstract Book.

All abstracts will be reviewed by the Scientific Program Committee of the Conference, and reviewing results will be announced by emailing a notice of acceptance/rejection to corresponding authors by 20<sup>th</sup> September 2019. Instructions for podium/poster presentation will be sent to presenting authors of accepted abstracts. *Thus, presenting authors must register and pay registration fees before Pre-registration Deadline to ensure their presentation rights.*

#### INSTRUCTIONS

Please read the following instructions carefully before preparing your abstract.

Abstract must be submitted through the online system for abstract submission, must be typed in ENGLISH using the abstract template available on the conference website and saved in the Microsoft Word format with the body limited with 300 words or 200 words if containing of one table or one figure (authors' information not to be considered). The abstract text must be anonymous without any authors' or institutions' names. Do not include the name of the hospital, university or city.

By submitting your abstract, you give permission to the ESSIC to publish the abstract in the congress promotional material (brochures, ESSIC websites and programme).

1. The text should be single spaced and written in point size 10, using Arial font and saved with the extension '.doc'.
2. Use standard abbreviations and place a special or unusual abbreviation in parenthesis after the full word appears. Write numbers as numerals rather than words.
3. Write and save your abstract in Microsoft Word format according to the instructions. Fill in the abstract submission form and upload your abstract at On-line Abstract Submission System. You will be given detailed instructions on how to proceed.
4. For those who have difficulty in accessing the on-line abstract submission system, please contact the Organizing Secretariat at [essic@defoe.it](mailto:essic@defoe.it)

Authors are strongly advised to ensure the accuracy of the submitted abstracts. Any mistakes in literature or in scientific facts will be published as what is typed.

5. The Scientific Program Committee of the ESSIC Annual Meeting reserves the right to accept or refuse an abstract, to designate abstracts either oral or poster presentation and to choose a suitable session for the abstract. The authors' preference of the type of the presentation and theme will be taken into account.

6. Participants interested in submitting a video, in addition to sending the abstract text in the above described manner, must send it with sound and the maximum duration of 5 minutes by 10<sup>th</sup> September 2019 to the following email address:

- By email: [Wetransfer/Dropbox/Google Drive | essic@defoe.it](mailto:essic@defoe.it)

The video must not include any authors' or institutions' names nor the name of the hospital, university or city.

Please note that the abstracts that do not comply with the above directions will be ruled out of selection.

#### PRESENTATIONS METHOD(S)

Oral (Podium) presentation

Poster Discussion presentation

Video (Surgical technique) presentation

#### A-V NEEDS

Standard A/V equipment: Video Projector, Screen, Podium microphone

#### ABSTRACT AGREEMENT

If your abstract is accepted for an oral or poster session, you will be asked to agree to the following:

- Present the work in the session format assigned to you by the Scientific Committee
- Register for the conference and assume responsibility for your own registration, lodging and transportation as well as providing a substitute presenter in case of impossibility to attend the conference.

#### IMPORTANT REQUIREMENTS

Presenters of accepted abstracts must pre-register to the Meeting.

If changes to your presentation are necessary, you can make them in the on-line abstract submission website during the submission period. You can do this by logging into the system with your lastname and abstract PIN number and choosing the abstract, which you want to modify. You can modify/delete/change your abstract at any time during the abstract submission period.

Submission of the abstract constitutes the authors consent to publication.

#### ABSTRACT NOTIFICATIONS

Notification regarding abstract acceptance/rejection will be sent to corresponding author by 20<sup>th</sup> September 2019. If you DO NOT receive any e-mail notification regarding your abstract submission by such date please send an e-mail to [essic@defoe.it](mailto:essic@defoe.it)

## BROWSERS

Internet Explorer  
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## AUTHORS

Please enter all authors in the order they should appear in the heading of the abstract. Presenting author should be chosen and marked. Please only enter the authors names in the online application form when required and leave your word file anonymous.

Abstracts without a paid registration will be returned and replaced by the next abstract in line.

## INSTITUTION/DEPARTMENT/CITY/COUNTRY

Enter institutional affiliations of all authors in the given order.

## SPECIAL CHARACTERS AND FORMATTING

If you copy and paste the title and/or body from a word document, special characters or formatting may not transfer. You may have to replace special characters and/or insert formatting tags using the character palette in the abstract submission website.

## CORRESPONDING AUTHOR

The Corresponding Author is the person, whose contact details data were given when creating new account. This author will receive all communication regarding the abstract status from the organizer.

## PROOF

Carefully check the proof of your abstract. Make sure all special characters and formatting is displaying properly in your proof. If you find errors, return to the abstract title, authors or body, and make your corrections. It is the author's responsibility to submit a correct abstract. Any errors in spelling, grammar, or scientific fact will be reproduced as typed by the author. Upon receipt of your submission, the system will issue an e-mail confirmation (with the abstract's ID and title) to the corresponding author automatically.

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