Abstract Submission guidelines

CALENDAR IMPORTANT DATES

1. 15th OCTOBER 2019 - Online abstract submission opens

2. 15th JANUARY 2020 - Abstract submission closes
   Any abstracts received after the deadline will not be accepted.

3. 1st FEBRUARY 2020 - Accepted abstract presenter pre-registration deadline
   Presenters of accepted abstracts must pre-register online for EURONEURO 2020 before this date.

4. 15th FEBRUARY 2020 - Deadline for abstract withdrawals. Presenters of accepted abstracts must pre-register online for EURONEURO 2020 before this date.

5. 1st MARCH 2019 - Attribution for the type of prestation (Oral presentation (n=20), e-poster presentation (n=80) and Abstracts without presentation)

SUBMISSION CONDITIONS

The abstract work should not be presented nor appear in another format at any international English-speaking meeting before the EURONEURO 2020 Congress.
The work should not be published before submission, in whole or in abstract, in an indexed journal.
Your presentation will be unbiased, based on the best available evidence and all elements of the presentation will be free from the control of commercial interests.
In consideration of the EURONEURO 2020 taking action in reviewing and editing the submission, the author(s) must transfer, assign, and otherwise convey copyright of ownership in said work to the EURONEURO 2020 in the event said work is published by the Society.
This copyright assignment applies only to the abstract submitted and does not apply to, or prevent, subsequent publication elsewhere of a full manuscript relating to the subject matter of such abstract.
 If the abstract is accepted, the author commits him/herself to present the work at the upcoming EURONEURO congress. Presenters of accepted abstracts must pre-register for the congress before 15 February 2020 or the abstract will be removed from all Euroanesthesia-related publications, including the abstract book, and will be rejected for presentation at EURONEURO2020.

ONLINE ABSTRACT SUBMISSION

Abstracts for EURONEURO2020 should be submitted online through the dedicated submission platform.

All information can be edited until the submission deadline (the abstract should be submitted again after each modification). Editing information is no longer possible after the submission deadline.

ETHICAL RESEARCH DECLARATION

All abstracts submitted must adhere to the Declaration of Helsinki's ethical principles for medical research involving human subjects and the rules laid down by the International Committee of Medical Journal Editors in their Recommendations for the conduct, reporting, editing, and publication of scholarly work in medical journals.

This requires that all research (clinical or experimental in humans or animals) must have approval or an exemption from a suitable Institutional Review Board (IRB), Independent Ethics Committee (IEC) or Ethical Review Board (ERB).

If this does not exist, the abstract will be rejected.

In the abstract submission process, the abstract submitter will be asked whether their abstract is a case report or other piece of work.

If it is a case report, then written patient consent is required for submission and articles without this will be rejected.

If the abstract is not a case report, then the submitter will answer a series of Yes/No questions which will determine whether ethical approval is required.

Not all abstracts will require ethical review (audits, systematic reviews, meta-analysis), but where it is determined by the questions answered that approval or an exemption is required, the submitter will have to complete a declaration that this has occurred.

Misleading statements in the ethical declaration or failure to provide relevant proof of consent/approval will result in the rejection of the abstract and the authors' institution informed.

ABSTRACT OPTIONS

EURONEURO2020 Congress offers two options for abstract submission: case report and Non-case report.

The abstract option is determined automatically based on the replies to questions in the Ethical Declaration Section.

OPTION 1: CASE REPORT

Case reports should only be submitted if they present a case or therapeutic approach that has not been published before. Case reports presented under this option should contain concise statements of:
- **Background:** Describe the underlying clinical question or problem. Brief statement summarizing why this case is unusual and noteworthy should be included.
- **Case report:** Summarize the information that you have gathered: a brief history and important and relevant positive and negative findings with details of investigations, treatment, and the condition of the patient after treatment.
- **Discussion**: State the significance of the information. Explain the objective of reporting the case; describe what others have written before about the condition or any related feature. Support with facts the message you are trying to convey. The reviewers want proof of the rarity and relevance of the condition and the scientific explanations for it.
- **References:** Include up to three references, numbered according to order of occurrence in the text, with the corresponding number in the text.
- **Learning points:** These are essentially your final conclusions and serve to crystallize your thoughts on exactly why you think this case is of value and what we can learn from it.

OPTION 2: NON-CASE REPORT

This option is most suited for scientific research.
Abstracts presented under this option should contain concise statements of:
- **Background and Goal of Study:** Indicate the purpose, the rational and objective of the research; clearly state the hypothesis that was tested by study or the observations that are sought.
- **Materials and Methods:** Describe methods used. Standard methods need only be named, but uncommon or new methods may need a more detailed description. The reader must understand how the data were generated. Indicate how the data were analyzed and which statistical tests were used.
- **Results and Discussion:** Present as clearly and detailed as possible the findings and outcome of the study in summarized form. Abstracts need only short discussions. Focus on what can be concluded from the data and explain them in simple words. Avoid any speculations.
- **Conclusion(s):** Give a simple answer to the hypothesis in the light of the new data from your study. You may wish to suggest what needs to be studied next. The conclusion must be justified by your data.
- **References (optional):** Include up to three references, numbered according to order of occurrence in the text, with the corresponding number in the text. • Acknowledgements (optional): Include any acknowledgement you wish to make.

DETAILED GUIDELINES

The organizers encourage early abstract submission for EURONEURO2020 in order to avoid any last-minute rush.
Please read the following important information and guidelines carefully before you submit an abstract. Non-adherence to these submission guidelines may be cause for rejection.

Language: All abstracts must be written in English. Please write as simply as possible and avoid language mistakes. If English is not your first language, we recommend that you have your abstract reviewed by a native speaker before submission.

Submission process Abstracts can only be submitted online via the EURONEURO2020 abstract submission platform as of 15th October 2019. Abstracts submitted by mail, fax or e-mail will not be accepted.

Number of Authors: Up to 8 authors (1st author + 7 co-authors) maximum for an abstract are allowed. The authors will be published in the same order as submitted. The presenting author will be underlined and will be the contact author. The presenter's full name and professional address data need to be entered. The affiliation of all authors must be entered.

Length The abstract title is limited to 300 characters and the abstract body should not exceed 2500 characters including spaces. Each table and/or image inserted in the abstract body counts for 300 characters. Author names and affiliations not counted in the 2500 characters limit.

Font Use: a standard font like Arial when formatting your text. This will help prevent special characters from getting lost when copying your text to the online abstract submission form. Please remember to preview the final abstract before submission and edit or replace as necessary. Picture Images, graphs or illustrations in color are allowed but count as 300 characters in your abstract.

Spelling 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.

Learning track the abstract learning track is the general heading under which your abstract will be reviewed and later published in the congress printed materials if accepted. Please choose the learning track which best describes the subject of your abstract. Please note, the Scientific Committee reserves the right to decide on final learning track assignment upon abstract selection.

CONFLICT OF INTEREST

Any abstract presenter, who takes part in an abstract presentation session at EURONEURO2020, must declare the existence of any relationship or arrangement, direct or indirect that could be reasonably considered to affect the content of their presentation. This includes, but is not limited to, factors such as financial relationships, advisory positions, receipt of payments, expenses, grants, or departmental support, and membership of other organizations (up to 3 years before the abstract submission). Individuals who declare a 'Conflict of Interest' at the time of submission should also disclose this to the audience at the beginning of their presentation and make mention of it on their poster. The audience and chairpersons are entitled to request such statements if they are not made.

REVIEW AND SCHEDULING

All submitted abstracts will go through a blind peer-review process carried out by international reviewers selected by the EURONEURO2020 Scientific Committee. Each abstract will be reviewed by several reviewers.

Notification of results and schedule Notification of acceptance or rejection will be sent to the submitting and presenting author by February 2020. After the acceptance is notified, only the presenting author will receive abstract-related email correspondence and is responsible for informing all co-authors of the status of the abstract. Duplicate abstracts will be refused. If an individual submits multiple abstracts and more than one abstract is accepted for presentation, the ESA will attempt to schedule the presentations to prevent time conflicts for the presenter. Because of the complexity of scheduling the large number of abstracts, some conflicts in presentation times may be unavoidable. If a time conflict occurs, the original abstract presenter will be responsible for selecting a co-author to present the abstract. The new abstract presenter needs to clearly understand the study and the abstract and has to be registered for the congress.

REGISTRATION OF THE ABSTRACT PRESENTER

If the abstract is accepted, the author commits to present the work at EURONEURO2020. Presenters of accepted abstracts must pre-register for the congress before 15 FEBRUARY 2020 (23:59 CET). If a presenter fails to register before the deadline: The abstract(s) will not be published in the e-supplement of the ACCPM and will be rejected for presentation at the Congress and the abstract(s) will be withdrawn by the EURONEURO2020.
If accepted, first authors of e-poster and oral presentation have access to a dedicated registration price, consisting in a 100 euros discount.

PRESENTATIONS

After acceptation, abstracts will be ranked according to their scientific impact in 3 categories:

Oral Presentation: The Scientific Committee of EURONEURO2020 will selected 20 Abstracts for oral presentation (10 clinical research and 10 translational research). Each nominee will give a 10-minute PowerPoint presentation followed by a 5-minute discussion of the abstract
E-Poster Presentation: a selection of 80 abstracts will be shown on interactive poster stations.
To upload your e-poster, you will receive an individual link via email a few weeks before the congress.
If you have any questions regarding the upload procedure, please contact our support team directly.

Abstracts without presentation: All selected abstracts will be disposed in a digital screen system as e-posters. Abstract without presentation will have opportunities to be presented with the dedicated system.

PUBLICATION

All accepted abstracts with oral and e-poster presentation will be published in their entirety as an e-supplement to the ACCPM. If prior consent is received, posters will also be made available online. Note that publication of the accepted abstract is dependent on the timely pre-registration of the abstract presenter. If accepted for presentation at the congress, the abstract will be published as entered into the abstract submission program.

BEST ABSTRACT PRIZE COMPETITION

Two Cash prizes of € 1.000 are awarded for the best abstracts presented at EURONEURO2020.
Papers for the Best Abstract Prize Competition are selected by the EURONEURO2020 Scientific Committee. Nominees for the Best Abstract Prize Competition will be notified by EURONEURO2020.

WITHDRAWAL CONDITIONS

Written notice must be submitted If a submitted abstract must be withdrawn, a written withdrawal request must be submitted to the EURONEURO2020 Secretariat by e-mail originating from the presenter's e-mail address. This notice must clearly mention: – Abstract submission number and title; – Presenter's contact details; – Reason(s) for withdrawal of the abstract; – Attest that all authors are in agreement that the abstract must be withdrawn.