# 10th International Conference on Children's Bone Health
## Dublin, Ireland
## 2-5 July 2022

## Abstract deadline: 14 February 2022, 23:59 CET

# Abstract Submission Guidelines

## Important dates

Monday 14 February 2022, 23:59 CET: **Abstract submission deadline**
Monday 14 March 2022: **Notification of review outcome**
Monday 21 March 2022, 23:59 CET: **Early bird registration deadline** (presenting authors must register by this date)

## Abstract content

- The abstract title should clearly define the content of the paper.
- Do not use abbreviations in the title of your abstract.
- The maximum number of words for the main body of your abstract is 350.
- Abstracts are text only; no tables or figures
- Abstracts must be submitted and presented in English.
- Do not use proprietary names of drugs - the generic names must be used.
- If your studies have been supported by a grant, please indicate the source of funding at the end of your abstract.
- Number references (if any) in the order in which they appear in the abstract.
- If there are multiple abstract submissions by the same authors, please maintain consistency in the authors' names in order to avoid incorrect duplication in the author index.
- Do not split data to create several abstracts from one data set.
- Abstracts will be published exactly as submitted so please take care and proof read your abstract before submitting it.

## Previously presented or published data

- Work which has been previously presented or published may be submitted for presentation at the meeting provided it has not been published as a full manuscript.

## Disclosure/Conflict of interest

It is important that any affiliations that could raise questions of bias or could be perceived to have potentially influenced any content are declared, both in the abstract and on any slides/posters or other materials.  If any of the authors have any commercial interests or associations that could be perceived as posing a conflict of interest please add them where indicated at the end of your abstract in the "Disclosures" section (see below). If there are no potential conflicts please type "None declared".

Examples of a potential conflict of interest include but are not limited to the following:

- Member of an advisory board
- Financial holding
- Member of speaker panel
- Receipt of research funding

**PLEASE STRUCTURE YOUR ABSTRACT AS FOLLOWS:**

**Research abstracts:**

- Objectives
- Methods
- Results
- Conclusion
- Disclosures/Conflicts of Interests: (if none please type 'none declared')

**Clinical cases:**

- Background
- Presenting problem
- Clinical management
- Discussion
- Disclosures/Conflicts of Interests: (if none please type 'none declared')

## Abstracts publishing

Abstracts will be published after the conference in *JBMR Plus*. Any abstract which is not presented will not be published.

## Awards

A number of awards are offered, including:

- New Investigator Awards
- Best Poster
- Best Oral

New Investigator Awards:

New Investigator Awards will be offered according to mean score achieved during the blind reviewing process. Awards winners will be notified by email on 14 March 2022.

To be eligible for the New Investigator Award an author must be:

1. First and presenting author and
2. In training or within 3 years of attaining PhD or MD or equivalent and/or aged under 35

To apply for a New Investigator Award you must complete and upload the Confirmation of Eligibility form via the submission portal (click here to download).

<u>Best Oral and Best Poster Awards:</u>
These awards will be chosen at the conference by judges based on the presentation. All accepted abstracts will be considered for this award.

## Ethics

Submission of an abstract that deals with experimentation on humans or animals implies that the authors adhere to any applicable guidelines dealing with human or animal experimentation and that the appropriate approval has been granted from the institution's review committees.

## SUBMISSION PROCESS

When you are ready to submit your abstract, please click the link at the end of these guidelines or on the conference website to access the submission form.

**It is ESSENTIAL that you read the guidelines below before you submit**

### Who submits the abstract?
For administrative purposes it is required that the presenting author submits the abstract and acts as the main point of contact.  If for any reason the presenting author is unable to submit the abstract, please contact us at [iccbh@conferencepartners.com](mailto:iccbh@conferencepartners.com).

Once you enter the online submission portal, start by creating an account. Please keep a record of the account details you use to set up the account as you will require them to log into both the ICCBH 2022 abstract submission portal and Conference registration portal. Upon successful submission of the abstract a confirmation email will be sent to the presenting author.

If you do not receive a confirmation email, please check that your abstract is not left in draft and is fully submitted by logging back into the portal and checking on the View/Edit Abstracts page.

### How to edit a submitted abstract?
You can save your submission as a draft and return to edit the submission at a later point. It is important to note that the abstract cannot be edited after the abstract submission deadline. Ensure that your abstract is not left in draft as it will not be reviewed.

### What happens after I submit my abstract?
You will receive an email to confirm that your abstract has been received.  After the abstract deadline (14 February 2022) all abstracts will be reviewed blind by a panel of experts.  Mean scores will be calculated for each abstract and based on this they will be allocated to oral or poster sessions, or they may be rejected.

### How is my abstract scored?
Your abstract will be scored based on the following criteria:

Research abstracts:

- Scientific merit
- Originality
- Methodology
- Conclusions supported by appropriate data

Research abstracts with no data are unlikely to be accepted.

Clinical cases:

- Level of interest
- Quality of the description of the case
- Analysis and discussion

### When will I be notified of the review outcome?
Notification of acceptance or rejection will be sent to the Presenting Author on Monday 14 March 2022.

### How to register the abstract presenter?
When notified of acceptance, the Presenting Author is required to register and pay in full for the conference by Monday 21 March 2022. You will be provided with a link to register in your acceptance email.

If a presenter fails to register by Monday 21 March 2022 their abstract

- Will be removed from the programme and
- Will be removed from all ICCBH 2022 related publications

### How do I withdraw an abstract or change a presenter?
If you need to withdraw an abstract or change the presenting author, please contact iccbh@conferencepartners.com by Monday 21 March 2022.

## Submission guidelines

The online abstract submission is a simple step-by-step process which requires you to input the following details:

- **Abstract title** - word limit is 50
- **Presentation type** - Oral or Poster (Clinical Case), Oral or Poster (Research), Poster Only (Clinical Case), Poster Only (Research)
- **Theme** - chosen from the theme list above
- **Presenting author -** Name, affiliation, and job title of presenting author
- **Co-authors** - Name, affiliation, and job title of co-author(s)
- **Abstract text** - Abstract word limit is 350, use the appropriate abstract headings (word limit includes: headings/references; excludes: title, authors, affiliations and disclosure/conflict of interest statement)
  **Structure the abstracts using the headings for either research or clinical case as outlined in the 'Abstract Content' section.**

- **Additional information**
  - Previous publication/presentation
  - Details of previous publication
  - ePoster presentation
  - Inclusion in the AHP Session
  - Publication of abstract
  - Recording and dissemination of presentation
  - Alternative contact for abstract
  - Data consent

## Terms and conditions

- Abstracts must adhere to these abstract submission guidelines.
- Each abstract may only be submitted once for ICCBH 2022.
- Submission of an abstract constitutes a commitment on behalf of the authors that the abstract will be presented at the conference as accepted.
- Expenses associated with the preparation, submission and presentation of an abstract are the responsibility of the author(s).
- All abstracts must be received by the submission deadline, 14 February 2022, 23:59 CET, to be included in the review.
- Work which has been previously presented or published may be submitted for presentation at the meeting provided it has not been published as a full manuscript. Details of any previous presentation or publication must be given where indicated on the abstract form.
- Submission of an abstract that deals with experimentation on humans or animals implies that the authors adhere to any applicable guidelines dealing with human or animal experimentation and that the appropriate approval has been granted from the institution's review committees.
- The contact information provided must be correct at submission.
- Each submission must be approved by all authors.
- Copyright permission must given to allow publication of the abstract, poster and/or any additional documents as required.
- It is the sole responsibility of the Presenting Author to communicate with co-authors.
- If the abstract is accepted the Presenting Author must register by Monday 21 March 2022, 23:59 CET.
- Any change of Presenting Author must be confirmed and registered by Monday 21 March 2022, 23:59 CET.

If you have any queries regarding the above, please contact the ICCBH 2022 abstracts management team at iccbh@conferencepartners.com.

# **Abstract submission form**