Abstract Submission Guidelines: Last Minute Abstracts

Abstract deadline: 9 May 2022, 23:59 CET

Important dates

Monday 9 May 2022, 23:59 CET: Abstract submission deadline
Wednesday 18 May 2022: Notification of review outcome
Monday 23 May 2022, 23:59 CET: Presenting author registration deadline (presenting authors must register by this date)

Last minute abstracts

For 2022 the usual criteria for late-breaking abstracts are waived and we encourage abstracts and clinical cases on any topics relevant to the meeting. Oral and poster slots are available. Previously presented or published work may be submitted as long as it hasn’t been published as a full manuscript.

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.

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.

Submitting your abstract

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.
How to edit a submitted abstract?
You can log onto your account and return to edit your submission at any point until the abstract submission deadline.

What happens after I submit my abstract?
You will receive an email to confirm that your abstract has been received. After the abstract deadline 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 Wednesday 18 May 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 23 May 2022. You will be provided with a link to register in your acceptance email.

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@ectsoc.org by Monday 23 May 2022.

Terms and conditions
- Authors must follow these abstract submission guidelines.
- 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, 9 May 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.
- Each submission must be approved by all authors.
- Copyright permission must be given to allow publication of the abstract, poster and/or any additional documents as required.
- It is the responsibility of the Presenting Author to communicate with co-authors.
- If the abstract is accepted the Presenting Author must register by Monday 23 May 2022, 23:59 CET in order for the abstract to be included in the programme.
- Any change of Presenting Author must be confirmed and registered by Monday 23 May 2022, 23:59 CET.

If you have any queries regarding the above, please contact us at iccbh@ectsoc.org.

Abstract submission form