



ABSTRACT SUBMISSION

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1. CALENDAR

IMPORTANT DATES

15 November 2017 - Online abstract submission opens

15 December 2017, 23:59 CET - Abstract submission closes
Any abstracts received after the deadline will not be accepted.

12 April 2018, 23:59 CET - Accepted abstract presenter pre-registration deadline
Presenters of accepted abstracts must pre-register online for Euroanaesthesia 2018 before this date.

12 April 2018, 23:59 CET - Deadline for abstract withdrawals

2. SUBMISSION CONDITIONS

The work in the abstract should not be presented nor appear in another format at any international English-speaking meeting before the Euroanaesthesia 2018 Congress.

The work should not be published before Euroanaesthesia 2018, in whole or in abstract, in an indexed journal.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 European Society of Anaesthesiology 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 European Society of Anaesthesiology 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 his/her work at the upcoming Euroanaesthesia congress. Presenters of accepted abstracts must pre-register for the congress before 12 April 2018 or the abstract will be removed from all Euroanaesthesia-related publications, including the abstract book, and will be rejected for presentation at Euroanaesthesia.

CONFLICT OF INTEREST

Any abstract presenter, who takes part in an abstract presentation session at Euroanaesthesia, 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 organisations (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.



ETHICAL RESEARCH DECLARATION

All abstracts submitted must adhere to the Declaration of Helsinki's ethical principals 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 article 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 question answers that approval or an exemption is required, the submitter will have to complete a declaration that this has occurred. Submitters may be asked to provide written evidence of review/exemption by the Scientific Committee and must be able to produce it following completion of the submission process.

3. ABSTRACT OPTIONS

Euroanaesthesia 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

The second option is most suited for presenting a 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 summarising why this case is unusual and noteworthy should be included.
- **Case report:** Summarise 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 crystallise 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. Abstract presented under this option should contain concise statements of:

- **Background and Goal of Study:** Indicate the purpose 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 analysed and which statistical tests were used.
- **Results and Discussion:** Present as clearly and detailed as possible the findings and outcome of the study in summarised 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.

4. DETAILED GUIDELINES

The organisers encourage early abstract submission for Euroanaesthesia 2018 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 of submitted abstract(s).

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 Euroanaesthesia abstract submission platform **as of 15 November 2017**. Abstracts submitted by mail, fax or e-mail will not be accepted.

Number of Authors

Up to 6 authors (abstract presenter + 5 co-authors) for an abstract are allowed. The order of the author cannot be modified after the submission. The presenter's name will be underlined in the publications. The presenter's full name and professional address data needs to be entered. The affiliation of all authors must be entered.

Length

The abstract title is limited to 300 characters and the abstract text should not exceed **2500 characters** including spaces. Author names and affiliations are not part of the abstract text and are 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 colour are allowed.

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. However, the Scientific Committee reserves the right to decide on final learning track assignment upon abstract selection.

5. ABSTRACT CORRECTIONS

During the submission period, the abstract can be edited online as many times as needed, until the submission period ends. Remember to **save** any information and amendments to your abstract by clicking on "SAVE" button.

Once you have submitted an abstract, it is still possible to make corrections prior to the submission deadline.

In case of errors in the abstract discovered after the deadline, you can either withdraw the abstract or - for minor errors - may indicate the correction during the presentation at the congress. However, changes will not be included in the published version of the abstract.

6. REVIEW

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

Notification of results and schedule

Notification of acceptance or rejection will be sent to the submitting (corresponding) and presenting author by mid-February 2018. **Please note that the presenting author will be receiving the notification e-mails 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.

7. REGISTRATION OF THE ABSTRACT PRESENTER

If the abstract is accepted, the author commits to present the work at Euroanaesthesia 2018. **Presenters of accepted abstracts must pre-register for the congress before 12 April 2018 (23:59 CET).**

The Early Bird registration fees are available for the accepted abstract presenters until 12 April 2018. This means that abstract presenters have an extension to benefit from the Early Bird fee.

If a presenter fails to register before 12 April 2018:

- His/her abstract(s) will not be published in the e-supplement of the European Journal of Anaesthesiology and will be rejected for presentation at the Congress.
- His/her abstract(s) will be withdrawn by the ESA and removed from all Euroanaesthesia-related publications.

8. PRESENTATION (E-Posters)

Abstract presenters will be required to make a **formal presentation in front of the e-poster terminal**. Two chairpersons will conduct a short discussion of each abstract with the presenter and the audience, for every abstract in that session. In each session, up to 12 abstracts will be presented.

Poster Submission

In April 2018, abstract presenters will receive an email with all the instructions to submit their e-poster(s) through a dedicated online system.

Submission start date: **17 April 2018**

Submission deadline: **15 May 2018**

It is the presenters' responsibility to submit their e-poster(s).

Submissions after the deadline will not be accepted and the poster will be removed from the session.

E-Poster Presentation

Your poster will be shown on interactive poster terminals. See more details about the terminals on <http://www.dasterminal.com>. You will receive an invitation email with your personal upload link after the abstract submission. If you already want to prepare your poster, please consider the following requirements:

- Each poster must be submitted as a single page PDF document with a size of 1'080 by 1'536 pixels or 381 by 542 mm in portrait orientation.
- In order to create your poster, you can download a PowerPoint- or Keynote template which has already the right dimensions and recommended font sizes. Those templates only need to be exported into a PDF. You can find those poster templates with the right dimensions on <http://www.dasterminal.com/Poster-Templates.zip>
- You can enrich your poster by embedding videos (30 seconds) into your poster. Your poster has to be saved in .PPTX format if you use videos. Afterwards, upload your PowerPoint poster file including your videos online. Videos will be



played muted. If you don't have videos included, your poster must be submitted as a PDF. PPT-Files can't be accepted.

9. PUBLICATION

All accepted abstracts will be published in their entirety as an e-supplement to the June 2018 edition of the European Journal of Anaesthesiology. They 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 programme.

IMPORTANT: Late-breaking abstracts will not be included in the above-mentioned publication.

10. BEST ABSTRACT PRIZE COMPETITION

Cash prizes of € 3.000, € 2.000 and € 1.000 are awarded for the best three abstracts presented at Euroanaesthesia. Papers for the Best Abstract Prize Competition (BAPC) are selected by the ESA Scientific Committee.

Nominees for the Best Abstract Prize Competition (BAPC) will be notified by ESA. Each nominee will give a 10-minute PowerPoint presentation followed by a 5-minute discussion of the abstract.

The Best Abstract Prize competition session is scheduled on Sunday 3 June 2018 from 14:00 to 16:00. The three best abstracts will be announced after the presentations.

11. WITHDRAWAL CONDITIONS

Written notice must be submitted

If a submitted abstract must be withdrawn, a written withdrawal request must be submitted to the ESA Secretariat (abstracts@esahq.org) 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.

An abstract is considered withdrawn as soon as you have received written confirmation of its withdrawal from the organisers. If you do not receive confirmation of withdrawal within 3 business days after your request, please contact the [ESA Secretariat](#).

If the presenter of an accepted abstract has not registered for Euroanaesthesia 2018 Congress by 12 April 2018 (23:59 CET), his/her abstract will be withdrawn by ESA and removed from all Euroanaesthesia-related publications and Final Programme.

If you have registered but decide to withdraw your abstract after this date, ESA will not be able to withdraw your abstract from the above-mentioned publications.