10th Conference of ESES 2023 | Consensus meeting on advanced endocrine malignancies
May 18 – 20, 2023 | Mainz, Germany | Organization: Prof. Thomas J. Musholt

UNIVERSITÄTSmedizin.
MAINZ

Guidelines for submitting an abstract

Important Information

- Abstracts are required for all papers and posters. Abstracts MUST be submitted online. Abstracts submitted via e-mail, post, or other methods will generally not be accepted.
- All abstracts should be completed and submitted by Friday, **2nd of December 2022**
- Due to the format of the meeting as a postgraduate course only a limited number of abstracts can be accepted. Abstracts focusing on advanced endocrine malignancies will be preferred.
- If you are submitting more than one abstract you can use the same email address and password log-in for each abstract.

Guidelines for preparing your Abstract: Content and format

- A "blind" review process will be used. Therefore, please do not include authors or affiliations within your abstract document. The names of authors and their affiliations (institutions) will be submitted during the online submission process.
- The abstract title should be typed in the title box in UPPER CASE.
- The title should be as brief as possible, should not end with a full stop and should not include abbreviations.
- The abstract body text should then be typed into the main box, please do not type "abstract" at the start of the main abstract body.
- It is mandatory to conform to this structure of the abstract:
- <u>Background</u>: state why the study was done, the main aim and the nature of the study (randomized clinical trial, retrospective review, experimental study, etc.).
- <u>Method</u>: describe patients, laboratory material and other methods used.
- <u>Results:</u> state the main findings, including important numerical values.
- <u>Conclusion</u>: state the main conclusions, highlighting controversial or unexpected observations
- Abstracts without a figure can be up to 1.600 characters long (text body), with additional 250 characters for the title. (Approximately 250 words to include the title and main body text.)
- Text must be in single line spacing.
- Use standard abbreviations where appropriate in the main body of the abstract. Place special or unusual abbreviations in brackets after the full word the first time it appears.
- Drugs should be referred to by their approved name rather than their proprietary name.

- The language of the conference is English. Therefore, all abstracts should be prepared in English.
- Criteria for rejection will include lack of data and lack of originality. Do not use phrases such as "the results will be discussed".
- Whilst it is possible for an author/presenter to submit more than one abstract, these abstracts should be obviously and significantly distinct from one another, in order to merit acceptance in their own right. Closely related results from the same study should be restricted to one abstract.
- All abstract authors are required to submit a statement of any potential conflicting interests as part of the abstract submission process. This statement will be printed in the abstract book as submitted, should be included on accepted posters and as a slide for accepted oral presenters. Provision of this declaration will be a condition of presenting at the event.

Submission

- Go to the ESES 2023 website and follow the link to the online abstract form.
- First you need to create an account, by simply registering with your email. From then on you can log in with your email and created password.
- After logging in to the system, the start page opens. Here you will find the button "Create new abstract."
- With "Create new abstract" Smart Abstract guides you step by step through the submission process.
- Amending or withdrawing a submission: Anytime you want to amend or withdraw an abstract, you can simply log in to your account and use the Editor Button. You can do so up until the abstract submission deadline date of Friday, 2nd of December 2022.
- Abstract acceptance and presentation: Authors will be notified of the status of their abstract by the **7th of February 2023.**
- Note that the submitting person receives all notifications about the abstract via email. Therefore, make sure that emails from information@smart-abstract.com are not marked as spam by your email provider.
- Abstracts will be accepted as either a short oral communication to the plenary audience or as a poster presentation.
- For presenting authors of accepted abstracts, registration and participation in this conference is mandatory.