

# ABSTRACTS INFORMATION

## ABSTRACTS

By clicking on the “Submit your abstract” button, you will be directed to our new registration and abstract submission platform.

View the [abstract submission checklist](#) to guide you through your submission.

### **Notification**

All abstract submitters will be notified by e-mail by **04 January 2019**.

### **Publication**

Accepted abstracts will be published online on the conference website two weeks prior to the conference as well as in conference mobile application (only available to registered delegates).

### **Copyrights**

By submitting an abstract to an EASL event you agree with the following statement:

"I hereby assign all copyrights to the European Association for the Study of the Liver (EASL), for the abstract submitted to the EASL-AASLD HBV Endpoints (government authors not electing to transfer, agree to assign an exclusive publishing and distribution license) and any supplemental tables, illustrations or other information submitted therewith that are intended for publication as part of the abstract in all forms and media (whether now known or hereafter developed), throughout the world, in all languages, for the full term of copyright, effective when, and if, the article is accepted for publication. This transfer includes the right to provide the abstract in electronic and online forms and systems."

## PRESENTER GUIDELINES

### **Technical information for speakers**

#### **Presentation upload**

As a speaker you are kindly requested to upload your presentation prior to the conference to a protected server of EASL's trusted service provider, M-Events Cross Media GmbH. An e-mail will be sent out with all the instructions for submitting your presentation material.

The lecture hall will be equipped with a laptop and projector. To assure high service quality and a near seamless transition between different talks and speakers, a network-based presentation system will be used along with a conference specific interface.

## Presentation format

Only presentations in MS-PowerPoint 2013 or earlier versions (\*.ppt and \*.pptx) with a screen ratio of 16:9 will be accepted.

Please note that presentations attached to e-mails cannot be processed. If you are using PowerPoint 2007 or older versions please do not forget to upload all your video files as well, as they cannot be embedded into the presentation.

All uploaded material will pass through a technical verification and detailed online support is available during the upload process.

## Final check

You may send additional files at all times, make changes on files already sent, and download your files again from any computer you use.

Once on-site you may check, change or upload your presentation in the Speaker's Ready Room at least 3 hours before the start of the session. Our staff will take a final look at your material together with you and will help you to upload it.

**Important-** Make sure your slides are in a single file only (no multiple PowerPoints files will be accepted). Please note that personal notebooks cannot be connected in the lecture hall.

## Disclosures

It is mandatory that all oral presenters have a disclosure slide as the first slide in their presentation. The slide will be created in the system upon presentation upload.

## Technical questions

If you have any technical questions related to your presentation, please contact M-Events Cross Media GmbH at: [kai.dalchow@m-events.com](mailto:kai.dalchow@m-events.com).

## ePOSTER PRESENTATIONS

### Presentation

EASL is pleased to offer ePosters at this event.

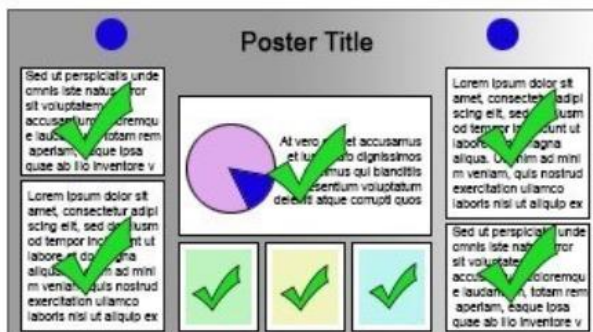
- After acceptance of your poster, you will be required to submit your file electronically.
- The technical transformation into ePoster will be managed by EASL.
- **Please note that it will be mandatory to submit your poster file for transformation to ePoster format.**
- No paper posters will be accepted.
- All ePoster presenters will be attributed a specific timeslot for their Q&A presentation session.
- ePoster presenters must attend their Q&A presentation session and standby their terminal to interact with delegates.

- All necessary information regarding ePoster submission will be provided following the abstract selection.

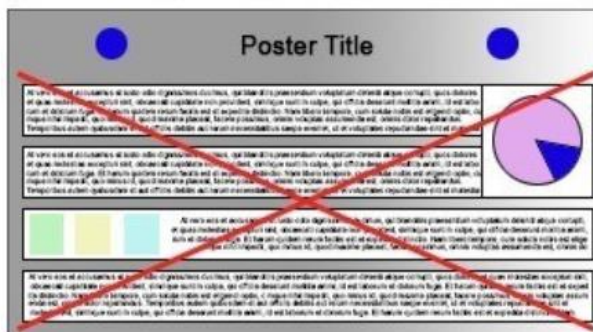
## Poster format

- Microsoft Powerpoint (PPT) is the ideal format. Please use any of the templates provided.
- PDF format is also accepted.
- Landscape format is mandatory. It is strongly recommended to use a size of 120cm wide x 90cm high, with a simple and clear typeface (Arial, Arial black, Calibri...) and regular text size no less than 28 for the body of the different sections.
- To check that information display correctly on the final version, zoom in to 100% and check all images, pictures and graphs. It is better to use high quality images and graphs when creating your poster.
- Provide clear labels and headings for each section of your presentation to avoid confusion.
- Don't stretch the images manually or quality will be lost once zoomed in.
- Below is an example of how your poster should be formatted.

## ePoster layout



Except for the title zone, divide your poster content into easy to read sub-sections that can be zoomed in and out.



Except for the title zone, avoid full width content split into different sections.

## Templates

Please use and download the EASL templates provided.

## EASL logo and brand name

The association's insignia is a registered trademark and the property of EASL. The EASL logo can therefore only be used as designated and approved by the association. Any use of the association's name must also be approved by the association and the EASL Office. Copies and samples of all material produced including the association's insignia by affiliate groups for public relations or public information must be sent to the EASL Office for approval and informational purposes.

Please address all requests and event proposals to: [easloffice@easloffice.eu](mailto:easloffice@easloffice.eu).

EASL's Graphic Chart should always be respected when creating communication tools related to or in conjunction with EASL. For full details please contact EASL's Communications Department via [easloffice@easloffice.eu](mailto:easloffice@easloffice.eu).

## EMBARGO POLICY

### EASL abstracts embargo policy

All abstracts will be available publicly on the conference website **two weeks prior to the event**. Abstracts will be available under the abstract menu tab of this website.

Information contained in the abstracts accepted for this event will be under embargo until the release on the website **two weeks** prior to the event.

Please refer to the [scientific programme](#) timetable for exact details.

**Important-** Violation of this policy will be taken seriously. Individuals and/or sponsors who violate it may face sanctions relating to current and future abstract submissions, presentations and visibility at any EASL event. The EASL Governing Board is at liberty to ban attendance and/or retract data.

## Copyrights

Copyrights related to abstract data made available on the website and in the printed material resides with the respective authors.

No reproduction, re-use or transcription for any commercial purpose or use of the content is permitted without the written permission of the authors. Permission for re-use must be obtained directly from the author.

**Important-** Violation of this policy will be taken seriously. Individuals and/or sponsors who violate it may face sanctions relating to current and future abstract submissions, presentations and visibility at any EASL event. The EASL Governing Board is at liberty to ban attendance and/or retract data.