GUIDELINES FOR SUBMITTING AN ABSTRACT TO AN EASL EVENT

Abstracts may only be submitted using the template on the conference's abstract submission portal.

Each conference will set an abstract submission deadline. Abstracts received after this deadline will not be accepted.

For all accepted presentation, the presenting author is required to ensure that all co-authors are aware of the content of the abstract before submission.

Please note that the abstract content may be edited at the discretion of the Scientific Organising Committee.

GUIDELINES FOR PREPARATION AND SUBMISSION OF ABSTRACTS

1. Abstracts may only be submitted using the template on the conference's abstract submission portal. Abstracts submitted by fax or email will not be accepted

2. All abstracts must be submitted and presented in English. Please use UK English spelling and have your abstract proofread for grammar and understanding

3. Abstracts that have been presented in previous non-EASL International Gastroenterology/Hepatology Meetings are NOT accepted. Please ensure that your abstract has never been presented before. If this rule is not respected, the abstract will be rejected and will not be considered for an EASL event. Please note that abstracts can be submitted both to ILC and to this conference. Additionally, should the author wish to, any abstract submitted to an EASL Monothematic or Special can also be considered for presentation at the International Liver Congress™ (ILC). Please note that acceptance of the abstract at an EASL conference does not automatically imply acceptance to the ILC.

4. Please structure your abstract using the following headings in the template:
Background & Aims
Method
Results
Conclusion (avoid evasive statements like "the findings will be discussed")
Figure (limited to one figure per abstract)

5. All abbreviations must be defined the first time they appear in your text. Example: Ataxia telangiectasia (AT), before being used as an abbreviation only. Do not define or use abbreviations in the title.

6. Avoid complex mathematical formulas. For the symbols = or =, please type <= or >=. For superscript use caret (^) e.g. 10^6 instead of 10^6. Avoid Greek letters and symbols. Eg: Instead of "IFN-ß" "IFN-beta". Use generic names of drugs. Express numbers as numerals.

7. Please do not include keywords as they will be removed from publication

8. The ideal number of block characters (including spaces) in total should be between 500-2500 excluding title and authors

9. Only one of the following is allowed per abstract:

a. **Images:** Images should be pasted under "figure" in the template in JPG/BMP format, maximum width 9cm, and resolution up to 150dpi. Please note that these may be resized to fit in the final printed material.

b. **Graphs:** Graphs should be pasted under "figure" in the template with similar resolution and size as depicted above.

c. **Tables:** Tables have to be added as a table and not as an image in the template. The characters used in the table count toward the total character count of the abstract (max 2500)

10. After having submitted your abstract, you will receive a confirmation by e-mail. In case you do not receive a confirmation by e-mail please contact the EASL Office - abstracts@easloffice.eu.

11. Should you wish to make corrections to an abstract already submitted please contact the EASL office - abstracts@easloffice.eu. Corrections to abstracts can only be made up to the announced submission deadline.

12. If an abstract is accepted, one author must attend the conference and present it in person. Acceptance of the abstract implies payment of the registration fee by the presenting author.

13. If your research has been granted any commercial or institutional support, you will be asked to disclose this during the submission process.

If you have difficulties in submitting your abstract(s) or if you need any further information, please contact the EASL Office: (Monday – Friday during CET business hours)

EASL Office
abstracts@easloffice.eu