

THE 20TH CONGRESS OF THE EUROPEAN SOCIETY FOR ORGAN TRANSPLANTATION

ABSTRACT SUBMISSION GUIDELINES

Abstract Submission Key Dates	Abstract Submission Opening Date: 3 November 2020 Abstract Submission Deadline: 25 February 2021 Abstract Notification Regular Deadline: 20 May 2021 Late Breaking Abstract Submission Deadline: 25 May 2021 Abstract Notification Late-Breaking Deadline: 2 June 2021
Abstract Submission Methods	Abstract submission must be completed online only via the ESOT Congress 2021 website www.esotcongress.org Abstracts sent by e-mail, mail or fax will not be accepted.
Track, topic, category & subcategory	Abstracts must be submitted under a specific track, topic, category & domain, that corresponds best with its content. The full list is available here .
Types of sessions for accepted abstracts	Your abstract, if accepted, will fall under one of the following presentation type: <ul style="list-style-type: none">● Full Oral Presentation (8 minutes presentation, followed by 2 minutes of questions/discussion)● Brief Oral Presentation (4 minutes presentation, followed by 2 minutes of questions/discussion)● Focus Groups (5 minutes presentation, followed by 8 minutes of discussion in a small group)● Elevator Pitch (1 minute presentation to convince the judges and the audience to extend your presentation, 3 winners will get additional 4 minutes to present their abstract in full)● Moderated e-Poster (3 minutes presentation, followed by 2 minutes of questions/discussions)● e-Poster
Original vs. encore	All abstracts that wish to be qualified for Full Oral Presentation must present original research. Submission implies that the material has not previously been presented or published elsewhere before presentation at the ESOT Congress 2021 in Milan. Abstracts are placed under embargo until they are presented at the conference. For all other presentation types ESOT allows encore abstracts.



THE 20TH CONGRESS OF THE EUROPEAN SOCIETY FOR ORGAN TRANSPLANTATION

Membership	<p>Both ESOT members and non-ESOT members are invited to submit abstracts for ESOT Congress 2021.</p> <p>Some exceptions are made for abstracts submitted for Awards (click here for details).</p>
Abstract Title	<p>The title should not exceed 150 characters and should not contain abbreviations. The ESOT Congress 2021 Scientific Programme Committee reserves the right to correct the title format without further recourse to the authors.</p>
Abstract Body	<p>The following rules apply to the abstract body:</p> <ul style="list-style-type: none">• The abstract body should not exceed 2000 characters.• Authors may submit a maximum of one table and one figure per abstract.• The abstract should be submitted in English only. The use of good English is essential. Authors are responsible for proofreading and submitting an abstract without errors, as they will be reproduced in the form they were submitted.• Abbreviations can be used in an abstract body, provided they are defined at first usage.
Abstract Format	<p><u>NEW: Abstracts for ESOT Congress 2021 will be submitted based on MS WORD document.</u></p> <p>At the 'UPLOAD' step of your abstract submission process, you will be asked to download MS Word template, where you will need to put abstract content, save it on your computer and upload it to the system.</p> <p>The abstract body should be split into four sections:</p> <ul style="list-style-type: none">• Background: A short introduction indicating the rationale of the study• Methods: A brief description of pertinent methodological procedures• Results: A summary of the results of the research• Conclusions: A statement of the main conclusions
Authors	<ul style="list-style-type: none">• The first author (=presenting author) is responsible for the abstract content and is the contact person for communication purposes and dissemination of information to co-authors.• First author and co-authors need to provide their: full name and affiliation.• The first author may nominate a co-author to present an abstract in his/her place.



THE 20TH CONGRESS OF THE EUROPEAN SOCIETY FOR ORGAN TRANSPLANTATION

	<ul style="list-style-type: none">● Ensure that all authors complete the “Conflict of Interest” statement identifying any financial interest in products or processes involved in their activities.
Submission	<ul style="list-style-type: none">● The abstract submission platform will remain open until 25 February 2021 and abstracts might be edited until this time, provided they are in ‘Draft’.● To submit the abstract each submitter needs to click “Submit” at the last step to complete the process. Abstracts that are in “Draft” status after submission deadline will not be considered for revision.● An abstract should be submitted only once: resubmission is not permitted.● Each abstract submitter will be required to create an account at the submission platform.
Reviewing	<p>All submitted abstracts will be sent for peer review by a panel of experts in the field of transplantation. Each abstract will be reviewed and scored by at least four independent reviewers. The scores will then be submitted to the members of the Scientific Programme Committee, who will determine which abstracts are accepted and for which format.</p> <p>The date and time of each presentation will depend on the session to which the abstract is allocated.</p>
Notification & Registration	<p>Corresponding authors will be notified of acceptance of their abstract by 20 May 2021.</p> <p>First author or co-author indicated as presenting author should complete their registration to the ESOT Congress 2021 by 31 May 2021.</p> <p>Only abstracts of presenting authors who have registered for the congress and have paid their registration fee by indicated date will be scheduled for presentation.</p>
Late-breaking abstracts submission	<p>ESOT Congress 2021 in Milan Scientific Programme Committee understands that some high-quality research outcomes may not be ready by the regular abstract submission deadline. Therefore, late-breaking submission will be opened with the following rules:</p> <ul style="list-style-type: none">● Only abstracts with no conclusive data are available at the time of the abstract submission deadline of 25 February 2021 will be considered for late-breaking status. The work must not have been previously published in any publication in a peer review setting or presented at a meeting of any other scientific organisation prior to the ESOT Congress 2021, and a pre-planned analysis must be scheduled between the regular submission

THE 20TH CONGRESS OF THE EUROPEAN SOCIETY FOR ORGAN TRANSPLANTATION

deadline of 25 February 2021 and the late-breaking submission deadline of 25 May 2021.

- The ESOT Congress 2021 Scientific Programme Committee will review all abstracts indicated as late-breaking and first authors will be advised whether the study has been identified as a potential late-breaking abstract. These preliminary abstracts shall be submitted by 25 February 2021 (same as regular abstract submission deadline).
- Preliminary research to be further considered for late-breaking submission is made via Abstract Submission Process. At 'Additional Submission Information' stage you need to select PRELIMINARY RESEARCH.
- The following structure of preliminary abstract should apply:
 - Background: A short introduction indicating the rationale of the study
 - Methods: A brief description of pertinent methodological procedures
 - Preliminary Results/Expected Outcome
- Authors receiving a positive outcome of this first review will be required to submit the entire abstract including author string, final results and conclusions plus any table (if applicable) online by the late-breaking abstract deadline: 25 May 2021.
- The Scientific Programme Committee will re-consider the final abstract to determine whether it will be accepted as a late-breaking abstract for ESOT Congress 2021.
- The presenters of accepted late-breaking abstracts will receive notification and further instructions by 2 June 2021.
- Late-breaking abstracts will be accepted for oral presentation or rejected.
- The final late-breaking abstract deadline of 25 May 2021 is under no circumstances to be considered as an extension of the general submission deadline.
- Submission of an abstract considered for late-breaking is subject to a charge of 50 EUR.
- If a preliminary abstract marked for late-breaking submission is not updated by the late-breaking abstract deadline, the entire abstract will be automatically rejected.



THE 20TH CONGRESS OF THE EUROPEAN SOCIETY FOR ORGAN TRANSPLANTATION

Awards & Bursaries	ESOT offers a number of bursaries and awards for abstracts. Details can be found in here .
Withdrawal	If the first author wishes to withdraw the abstract from ESOT Congress 2021 after outcome notifications have been made available, he/she must submit a written request until 31 May 2021 to programme.congress@esot.org . Any abstract withdrawal requests made after this date cannot be assured of removal from the ESOT Congress 2021 Abstract Book.
Publication	All accepted abstracts, including Late-breaking, will be published online only in the ESOT Congress 2021 Abstract Book, a supplement to the official ESOT Journal, Transplant International, at the conclusion of the Congress. Abstracts selected for inclusion in the ESOT Press Programme will be published online according to a dedicated schedule which will be made available during the second week of August.

