

ESOT CONGRESS 2023 – ABSTRACT SUBMISSION GUIDELINES

Please read the following guidelines before submitting your abstracts:

Abstract Submission Key Dates	<p>Abstract Submission Opening Date: 4 October 2022</p> <p>Abstract Submission Deadline: 1 February 2023</p> <p>Abstract Notification Regular Deadline: 23 May 2023</p>
Abstract Submission Methods	<p>Abstract submission must be completed online only via the ESOT Congress 2023 website www.esotcongress.org</p> <p>Abstracts sent by e-mail, mail or fax will not be accepted.</p>
Abstract Tracks and Categories	<p>Abstracts must be submitted under a specific track and category, that corresponds best to its content.</p> <p>A full list is on www.esotcongress.org</p>
Types of sessions for accepted abstracts	<p>Your abstract, if accepted, will fall under one of the following presentation type:</p> <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 5 minutes of discussion in a small group, with a general 10 minute discussion at the end of the session) ● Moderated e-Poster (3 minutes presentation, followed by 2 minutes of questions/discussions) ● e-Poster
Original vs. Encore	<ul style="list-style-type: none"> ● Abstracts will not be considered for presentation at ESOT Congress 2023 if they have been published as full paper or accepted for publication before the submission date deadline. ● Abstracts that have been presented at other national/international meetings prior to the ESOT Congress 2023, may be submitted, with appropriate disclosure made upon submission. ● ESOT reserves the right to prioritise original abstracts for Full Oral sessions presentations.
Membership	<p>Both ESOT members and non-members are invited to submit abstracts for ESOT Congress 2023.</p>

Abstract Title Title should not exceed 150 characters and should not contain abbreviations.

Title should not contain commercial names of drugs and brands. Those should be replaced by generic names, active substances or pharmacological designations.

The ESOT Congress 2023 Scientific Committee reserves the right to correct the title format without further recourse to the authors.

Abstract Body The following rules apply to the abstract body:

- The abstract body should not exceed 2000 characters (excluding spaces).
- Authors may submit a maximum of one table and one figure per abstract. Authors should pay attention to quality/resolution of figures attached (minimum 300 dpi).
- Abstracts 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 body should not contain names of individuals, cities, medical centres, universities or other institutions that could suggest the origin of the abstract to the reviewers.
- Authors should not include their names nor affiliations in the abstract body – those information are provided separately during submission process and will be replicated accordingly when published.

Abstract Format Abstracts for the ESOT Congress 2023 will be submitted as an MS WORD document.

At the 'UPLOAD' step of your abstract submission process, you will be asked to download a MS Word template, where you will be required to insert the abstract content, save it on your computer and upload it to the system.

The abstract body should have four sections:

- Background: A short introduction indicating the rationale of the study
- Methods: A brief description of pertinent methodology
- Results: A summary of the results of the research
- Conclusions: A summary of the main findings

Authors

- The submitting author is responsible for the abstract content and is the contact person for communication purposes and dissemination of information to co-authors.
- The submitting author needs to provide e-mail address, full name and affiliation of all abstract co-authors.
- The submitting author may nominate a co-author to present an abstract in their place.
- Date of birth will not be a mandatory field, however if presenting author would like to be considered for an award or bursary this field needs to be completed.
- Ensure that all authors complete the “Conflict of Interest” statement identifying any interests in products or processes involved in their activities.

Submission

- The abstract submission platform will remain open until 1 February 2023 and abstracts can be edited until this time, provided they are kept in ‘Draft’ mode.
- To submit the abstract, each submitter needs to click “Finish Submission” to complete the process. Abstracts that are in “Draft” mode after submission deadline will not be considered for review.
- An abstract should be submitted only once: resubmission is not permitted.
- Each abstract submitter will be required to create an account on the submission platform for himself/herself and for all abstract co-authors.
- Upon submission the system will automatically assign a number to the abstract, which should be used in any future correspondence.

Reviewing

All submitted abstracts will be sent for peer review. Each abstract will be scored by at least three 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.

The date and time of each presentation will depend on the session to which the abstract is allocated.

Notification & Registration

Submitting authors will be notified of acceptance of their regular abstract by 23 May 2023.

Presenting authors should complete their registration for in person participation to the ESOT Congress 2023 by 20 June 2023.

Only abstracts of presenting authors who have registered for the ESOT Congress 2023 and have paid the registration fee by the indicated date will be scheduled for presentation.

Awards & Bursaries

ESOT offers a number of bursaries and awards for abstracts. Details can be found on <https://www.esotcongress.org/awards-bursaries>

To be considered for any of the awards and/or bursaries, submitting authors are required to tick the relevant boxes during the submission process.

Withdrawal

If the submitting author wishes to withdraw the abstract from the ESOT Congress 2023 after outcome notifications have been issued, they must submit a written request before 30 May 2023 to programme.congress@esot.org.

Any abstract withdrawal requests made after this date cannot be guaranteed and may appear in the ESOT Congress 2023 Abstract Book.

Publication & Embargo Policy

All accepted abstracts will be published online only in the ESOT Congress 2023 Abstract Book.

Abstracts will be made available on ESOT Congress 2023 website on 17 September 2023. Information contained in these abstracts may not be released prior to their availability on the congress website.

Abstracts selected for inclusion in the ESOT Press Release Programme will be published online according to a dedicated schedule, which will be made available three weeks ahead of the congress.

Content of abstracts selected for press release shall be embargoed until the day of presentation.
