



## Guidelines for abstract submission to ECB16

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- Abstracts must be submitted electronically via the ECB16 submission site.
- Only those who have registered and paid for ECB16 may submit an abstract.
- The abstract must contain original unpublished work.
- Authors' details must be listed as <first name> <last name> (i.e. Jane Smith). Names should be followed by affiliations, as in a journal paper.
- The submitting author is the presenting author, who should be listed first.
- Only one abstract will be accepted for each registered participant. However, please use the same author information for other abstracts on which an author appears as co-author for another registered participant.
- The title must not be longer than 25 words. The text should not be in BLOCK CAPITALS and must be limited to 250 words, including any essential references.
- Abbreviations used in abstracts must be defined, but should not be used in titles. Abbreviations used in the text must be defined at first mention.
- Generic names must be used for pharmaceuticals, biologics, and medical devices. The trade name of the particular product may be included in parentheses at first mention.
- Use of correct English language, spelling, grammar and punctuation are the responsibility of the authors as are errors that are carried through to print.
- Abstracts may not be accompanied by any supporting documentation or imagery.
- Where relevant, a disclosure of medically related commercial and financial relationships must be completed for each individual author.
- Authors assume complete responsibility for the data at the time of submission.

### ECB16 abstract submission policies

- Abstracts not adhering to the guidelines may be disqualified at the organisers' discretion.
- Product promotion is strictly prohibited and any such abstracts will be rejected outright.
- Notification of acceptance will be emailed to the submitting author no later than **8<sup>th</sup> May 2014**. If you do not receive notification by that date, please contact us at: [ECB16@tfigroup.com](mailto:ECB16@tfigroup.com)
- Decisions by the scientific programme committee are final.
- Dates and times of presentations cannot be changed.
- Only those who have registered and paid for ECB16 may submit an abstract. Submission of an abstract implies a commitment to present that abstract at ECB16.
- The last date to withdraw abstracts accepted for presentation without incurring a penalty is **1<sup>st</sup> May 2014**. In submitting an abstract to ECB16 all authors agree to abide by ECB16 policies pertaining to submission, publication, and presentation of abstracts.
- Once approved, delegates must register and pay by **15<sup>th</sup> May 2014** in order to be included in the scientific programme.