



EAACI Hybrid Congress

Madrid - Krakow
10-12 July **2021**

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Late Breaking Abstract Submission - General Guidelines and Regulations

Call for Late Breaking Abstracts

The EAACI Scientific Programme Committee and the Local Organising Committee welcome the submission of late breaking original contributions for oral and poster presentation at the EAACI Hybrid Congress 2021.

DEADLINE: 29 MARCH 2021 23:59CET

EAACI does not charge any fee for late breaking abstract submission. Late breaking abstracts can only be submitted in the online platform on the EAACI website. Late breaking abstracts submitted via email, post or fax will not be accepted.

1. General information

1.1 Instructions to authors

Carefully read the guidelines below before submitting your late breaking abstract:

Late breaking abstracts not adhering to EAACI Submission – General Guidelines and Regulations will be rejected. The final decision about acceptance of a late breaking abstract will be taken by the EAACI Scientific Programme Committee. EAACI does not communicate, nor enter into correspondence on the reason for acceptance or rejection of a late breaking abstract.

Upon submission, a confirmation email will be sent to the submitters email address.

If you do not receive the confirmation e-mail, please do not submit the late breaking abstract again.

Instead, please contact the Scientific Secretariat abstract@eaaci.org for advice.

1.2 Submission categories

Late breaking abstracts can be submitted in the different [topics](#) shown on the EAACI website.

1.3 Declaration of conflict of interest

EAACI is committed to ensuring the integrity of scientific, educational, and research programmes. Late breaking abstract submission requires disclosure of any financial or other interest that might be construed as resulting in an actual, potential, or apparent conflict. The submitter is responsible for obtaining disclosure information from all co- authors, to be entered in the author section of the submission page.

2. Submission guidelines

2.1 Technical requirements

2.1.1 Personal Page

When entering the late breaking abstract submission system for the first time, you will be asked to create a profile. Through your account you will be able to access your personal page to submit one or several late breaking abstracts. You can edit your late breaking abstracts until the submission deadline on **29 March 2021 23:59 CET**.

2.1.2 Late Breaking Abstract language and length



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Late breaking abstracts and presentations must be written in **English**. The maximum length allowed for a late breaking abstract is 2500 characters (approximately 350 words) including blank spaces. The abstract title, the author(s) or names of institutions are not included in the count of 2500 characters.

2.1.3 Tables and Figures

If appropriate one table and one figure (uploaded as a picture) are allowed.

Please note that only figures (charts, diagrams and statistical overviews) are allowed. Accepted file formats are .jpg / .png / .gif. Your file should not exceed 3000 KB.

Please do not upload any kind of patient pictures.

2.1.4 Late Breaking Abstract structure and content

In order to make the late breaking abstract as informative as possible, it should include a brief statement of the purpose of the study and/or the underlying hypotheses (background), the method used, the results observed, and the conclusions based upon the results. Late breaking abstracts without results will be rejected. It is inadequate to state “The results will be discussed” or “The data will be presented”.

2.1.5 Trade names

Trade names are not allowed as well as copyright and trademark symbols. Non-proprietary (generic) names of drugs, written in lower case, are required the first time a drug is mentioned in the text. References, credits or the authors’ academic degrees or grant support are not to be included in the late breaking abstract. Standard abbreviations may be employed in the text. Place special or unusual abbreviations in parentheses after the full wording at the first time it appears in the body of the text. Company names and logos are not allowed in the title but can be named in the authors’ affiliation.

2.1.6 Authors

The number of authors for late breaking abstracts is not limited.

2.1.7 Consent for publication of individual patient data - applies to late breaking abstracts with identifiable patient

For the publication of a late breaking abstract that contains identifiable information about patients, it is necessary that patients have given consent for the research to be published. For all late breaking abstracts that include identifiable patient details (e.g. gender, age, illness, location) or images, written informed consent for the publication of these must be obtained from the patient (or their parent or legal guardian).

It is the author’s responsibility to obtain written informed consent for publication of clinical details and/or clinical images from the patient/parent/guardian/relative of the patient. A respective statement needs to be included in the late breaking abstract text.

2.2 Late Breaking Abstract presentation

2.2.1 Presentation formats and late breaking abstract topics

Accepted late breaking abstracts selected by expert reviewers will be presented in any of the following formats: Live Oral Abstract Sessions, Recorded Poster.

Please note that the final decisions regarding the allocation and the type of presentation of the submitted late breaking abstract will be made by the Scientific Programme Committee.



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It is the author's responsibility to submit a correct late breaking abstract. Any errors in spelling, grammar or scientific fact will be reproduced as typed by the author as no editing or proofreading will be done by EAACI. Please note that each year several late breaking abstracts are rejected because of poor English or because they contain no or incomplete data.

For clinical studies, clinical trials or translational research late breaking abstract submissions, the presenting author can be any of the listed authors, but without affiliations to industry. For basic research late breaking abstract submissions, the presenting author can be any of the listed authors.

2.2.2 **Poster Size and Format**

All posters will be presented in landscape format 16:9 and have only one slide with voice-over to be available on the EAACI Congress Digital Platform. Detailed instructions for the preparation of visual presentations and posters will be made available on the EAACI website in June.

2.3 **Late Breaking Abstract instructions**

2.3.1 **Notification of acceptance**

Notifications of acceptance or rejection of the late breaking abstracts will be sent to the presenting author of the late breaking abstract by start of May **2021**.

The submitting author will receive the confirmation email stating that the late breaking abstract has been submitted successfully. All further communication including notification letter will be **ONLY** with the presenting author that has been indicated during the late breaking abstract submission.

With the notification of acceptance, late breaking abstract presenters will be informed about the time and date of their presentation. EAACI cannot guarantee that presenting authors who do not show up to present their late breaking abstract during the session will be accepted for late breaking abstract presentations at future congresses. These "no-shows" are refused for publication on the Allergy Journal and the EAACI content platform.

The presenting author must be registered using the same email address which was used for the late breaking abstract submission. This is to ensure that the abstract and registration can be matched. If the presenting author is not registered by 31 May 2021 and/or the email addresses used do not match, the abstract will not be published in the congress programme or in the Allergy journal. Your abstract will only be published if the abstract is accepted, the poster is uploaded, and the presenting author is registered using the same email address used for abstract submission.

2.3.2 **Registration**

The presenting author of a late breaking abstract must register for the congress either for the hybrid congress or for the digital congress. For Hybrid congress, and until **15 May 2021** the presenting author is offered a special extended "early fee" if seats are available in the physical congress. The registration fee may be refunded if the late breaking abstract is rejected. Please note that some countries require a visa to visit Poland. If presenting authors is selected to present during an oral abstract session, it is highly recommended but not obligatory to register to the hybrid congress.



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2.3.3 Publication of late breaking abstracts

Accepted late breaking abstracts will be published in the online programme, EAACI website, EAACI App and EAACI content platform during the Congress. Publication of the late breaking abstracts as a supplement in the Allergy Journal will be done after the congress. Please note that only presented and selected late breaking abstracts will be published in Allergy Journal. In order to have your late breaking abstract published on the website you need to be registered for the congress by 15 May 2021. Kindly note that all abstracts selected for on-site poster display will NOT be published in the EAACI content platform nor in the Allergy Journal.

2.3.4 No-show policy

Submission of a late breaking abstract constitutes a formal commitment by the author(s) to present the work if accepted. If a presenting author of an accepted late breaking abstract is absent during the session (physically in Krakow or on the digital platform) when his/her late breaking abstract is presented risks to jeopardize future acceptance at other EAACI Congresses and Events, if not justified (withdrawn). These late breaking abstracts will be excluded from publication in the Allergy Journal and on the EAACI content platform.

2.3.5 Withdrawal of a late breaking abstract

If you need to withdraw your late breaking abstract, a written statement listing the reasons for this decision must be sent to the EAACI Scientific Secretariat no later than **21 April 2021** (abstract@eaaci.org). Withdrawals after this date cannot be accepted.

2.3.6 Late Breaking Abstract Embargo

Accepted late breaking abstracts are made available to the public on the EAACI content platform, EAACI website and on the EAACI App on the first day of the EAACI Congress at 00:01 CEST. Hence, the embargo is lifted at 00:01hrs CEST on the starting day of the EAACI Congress and can be reported from that time onwards. All presented late breaking abstracts (except "Poster Display Only") will also be published in the Allergy Journal after the EAACI Congress. EAACI and Wiley hold copyright of all accepted late breaking abstracts for the EAACI Congress and therefore late breaking abstracts cannot be made public prior to official release. Copyright is only lifted if the late breaking abstract is not accepted for publication in the Allergy Journal after the EAACI Congress. Violation of the embargo may result in the late breaking abstract being withdrawn from the congress and/or other measures deemed appropriate. It is not considered a violation of this policy if a late breaking abstract or information thereof is presented elsewhere or is part of a manuscript that has already been submitted, if acceptance is still pending at the time of the regular late breaking abstract submission deadline. Upon late breaking abstract acceptance for the EAACI Hybrid Congress 2021, withdrawal from other publications is mandatory.

2.3.7 Copyright

By submitting your late breaking abstract to the EAACI Hybrid 2021 you are agreeing to the transfer of the copyright to EAACI/Wiley.

EAACI copyright is only lifted if the late breaking abstract is not accepted for publication in the Allergy Journal after the congress.

The submission of late breaking abstracts accepted for EAACI Hybrid Congress 2021 and published in the Allergy Journal, requires the permission of EAACI/Wiley as copyright holder. Requests must be done via the [Wiley online system](#).

Commercial data mining of late breaking abstracts published in the Allergy Journal requires the permission of EAACI/Wiley and approval must be sought before inception of the project via the [Wiley online system](#).



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2.3.8 Data Privacy

By certifying that you have read these submission rules, you also confirm having received the prior approval from the co-authors to provide their data to the EAACI Hybrid Congress 2021.

The information collected in this call for abstract submission is subject to data processing to proceed with the elaboration of the Scientific Programme during the EAACI Hybrid Congress 2021. Provision of personal data is a statutory requirement to list the authors who have contributed to research submitted. Authors not listed in the submission will not be acknowledged in the abstract, if accepted for publication on the EAACI content platform or the Allergy Journal or presentation at the Congress.

Your personal data will be shared with EAACI, KIT, the EAACI Committees, and abstract reviewers involved in the abstract selection for the EAACI Hybrid Congress 2021. Transfer of personal data to contactors as well as EAACI related scientific organisations may occur for production, promotion and dissemination of congress content.

In accordance with the chapter 3 of the European Regulation 2016/679 with regards to data protection, you have the right to request EAACI access, rectification or erasure of your personal data, restriction or object to processing as well as the right to data portability. This is one thru withdrawal of the abstract according to the terms and conditions of withdrawal. For such, please contact (together with a proof of identity):

Data Privacy

European Academy of Allergy and Clinical Immunology (EAACI)

Attn: Charalampos Kostaras / Hagenholzstrasse 111 / CH-8050 Zurich / Or by email to: gdpr@eaaci.org

2.3.9 Late Breaking Abstract Review

All late breaking abstracts will be blinded for review by a minimum of 3 members of the late breaking abstract review committee. All the reviewers have been selected by the Scientific Programme Committee to review late breaking abstracts in their category that best fits their expertise.

EAACI aims for good quality of science without compromising scientific integrity.

The late breaking abstract reviewers are required to identify late breaking abstracts pertaining to commercial promotion of a proprietary product or data originating from the same study across several late breaking abstracts in order to notify the Scientific Programme Committee for further action.

Please note that the final decisions regarding the allocation and the type of presentation of the submitted late breaking abstract will be made by the Scientific Programme Committee.

No rescheduling or changes by the submitters will be possible once the late breaking abstract deadline is closed.

Contact

For any assistance for the submission of the late breaking abstract please contact the Scientific Secretariat at: abstract@eaaci.org

Deadlines are subject to change.

Date: 15 February 2021