



## Late Abstract Submission - General Guidelines and Regulations

### Call for Late Abstracts and Late Abstract Submission Guidelines

The EAACI Scientific Programme Committee and the Local Organising Committee welcome the submission of original contributions for late abstracts at the EAACI Hybrid Congress 2024.

**DEADLINE: MONDAY 26 FEBRUARY 2024 at 23:59 CET**

EAACI does not charge any fee for late abstract submission. Late abstracts can only be submitted on the online platform on the EAACI website. Late 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 abstract:

Late abstracts not adhering to EAACI Late Abstract Submission – General Guidelines and Regulations will be rejected. The final decision about acceptance of a late 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 abstract.

Upon submission, a confirmation email will be sent to the submitter's email address. If you do not receive the confirmation e-mail, please do not submit the late abstract again. Instead, please contact the Scientific Secretariat [abstract@eaaci.org](mailto:abstract@eaaci.org) for advice.

### 1.2 Submission categories

Late abstracts can be submitted on 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 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 abstract submission system for the first time, you will be asked to create a MyEAACI account (if you don't have one already). **Through your MyEAACI account** you will be able to access your personal page to submit one or several late abstracts. You can edit your late abstracts until the submission deadline on **Monday 26 February 2024, 23:59 CET**.

#### 2.1.2 Late abstract language and length

Late abstracts and presentations must be written in **English**. The maximum length allowed for a late

abstract is 2500 characters (approximately 350 words) including blank spaces. The late 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/or one figure (charts, diagrams and statistical overviews uploaded as a picture) are allowed. Please do not upload any kind of patient pictures.

Accepted file formats are .jpg / .png / .gif. Your file should not exceed 3000 KB (3MB).

### **2.1.4 Late abstract structure and content**

To make the late abstract as informative as possible, we require 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 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 Tradenames**

Trade names are not allowed as well as copyright and trademark symbols. Non-proprietary (generic) names of drugs, written in lowercase, 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 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 Consent for publication of individual patient data - applies to late abstracts with identifiable patient**

For all late abstracts that include identifiable patient details (e.g. gender, age, illness, location) or images, 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 abstract text.

### **2.1.7 Duplication of publications**

Unpublished late abstracts that have been presented at a different scientific meeting within a 12 months period prior to EAACI Hybrid Congress 2024, provided they contain updated/additional data, can be submitted and will be considered for presentation. Late abstracts submitted for publication or to a scientific meeting, but are pending acceptance, can be submitted without restrictions. However, once the late abstract has been accepted by EAACI it is automatically subject to the EAACI embargo policy (2.3.6).

## **2.2 Late abstract presentation**

### **2.2.1 Presentation formats and late abstract topics**

Accepted late abstracts selected by expert reviewers will be presented in any of the following sessions: Late Oral Abstract Sessions (L-OAS), Flash Talk Sessions (FTS), Thematic Poster Sessions (TPS), E-TPS Display Only. **L-OAS, FTS and TPS will be onsite only**, E-TPS Display only does not require onsite presentation.

It is the author’s responsibility to submit a correct late 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 a number of late abstracts are rejected because of poor English or because they contain no or incomplete data.

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

### **2.2.2 Late Oral Abstract Session**

The Late Oral Abstract Sessions (L-OAS) consist of oral presentations **onsite** followed by discussion. As presenter you are required to prepare a MS PowerPoint presentation featuring the main findings of your work. An email with detailed information will be sent to the presenting author in due course.

### **2.2.3 Flash Talk Session**

The Flash Talk Sessions (FTS) will take place **onsite** in designated sessions included in the programme and will allow for presentation of your work in front of an audience.

As presenter you are required to prepare a MS PowerPoint presentation featuring the main findings of your work. An email with detailed information will be sent to the presenting author in due course.

### **2.2.4 Thematic poster session**

The Thematic Poster Session (TPS) will take place **onsite** during the congress days. All posters will be presented in guided poster discussion sessions. The poster presenters will stand by their posters throughout the entire poster session and will be prepared to deliver a "two-minute take home message" which will allow the moderators to select the best posters of each session.

The posters included in the Thematic poster sessions can be found in the e-poster section of the digital platform as a digital poster. Your PDF will be made available on the digital congress platform, allowing the participants to view it during the whole event.

Prior to the event, you are required to upload the poster in the designated system provided to you. An email with detailed information and the link to upload your poster will be sent to the presenting author in due course.

### **2.2.5 E-Thematic Poster Session Display Only**

The E-TPS Display Only will be available for Display Only on the congress **online** digital platform and will not be included in the Allergy Journal.

### **2.2.5 Poster Size and Format**

Detailed instructions for the preparation of visual presentations and posters will be made available on the EAACI website in May.

## **2.3 Late Abstract instructions**

### **2.3.1 Notification of acceptance**

Notifications of acceptance or rejection of the late abstracts will be sent to the presenting author of the late abstract by **mid-April 2024**.

The submitting author will receive the confirmation email stating that the late 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 abstract submission.

With the notification of acceptance, late abstract presenters will be informed about the format. EAACI cannot guarantee that presenting authors who do not upload/present their presentation/poster of their late abstract will be accepted for abstract presentations at future congresses. These "no-shows" are refused for publication on the Allergy Journal and the EAACI content platform.

**IMPORTANT!** The presenting author must be registered using the same email address which was used for the late abstract submission. This is to ensure that the late abstract and registration can be matched. If the presenting author is not registered by **25 April 2024** and/or the email addresses used do not match, the late abstract will not be published in the congress programme or in the Allergy journal.

### **2.3.2 Registration**

The presenting author of a late abstract must register for the onsite congress. Until **25 April 2024** the presenting author is offered a special extended "early fee". The registration fee may be refunded if the late abstract is rejected. Please note that some countries require a visa to visit Spain.

### **2.3.3 Publication of late abstracts**

Accepted late abstracts will be published in the online programme, EAACI website and EAACI content platform during the Congress. Publication of the late abstracts as a supplement in the Allergy Journal will be done after the congress. Please note that your late abstract will only be published in the Allergy

journal if the late abstract is accepted, uploaded/presented, and the presenting author is registered using the same email address used for late abstract submission. In order to have your late abstract published on the website you need to be registered for the congress by 25 April 2024. **Kindly note that all late abstracts selected for E-TPS Display Only will NOT be published on the EAACI content platform nor in the Allergy Journal.**

#### **2.3.4 No-show policy**

Submission of a late abstract constitutes a formal commitment by the author(s) to present the work if accepted. If a presenting author of an accepted late abstract does not upload/present his/her poster/presentation until the deadline, he/she risks jeopardizing future acceptance at other EAACI Congresses and Events, if not justified (withdrawn). These late abstracts will be excluded from publication in the Allergy Journal and on the EAACI content platform.

#### **2.3.5 Withdrawal of a late abstract**

If you need to withdraw your late abstract, a written statement listing the reasons for this decision must be sent to the EAACI Scientific Secretariat no later than 25 April 2024 ([abstract@eaaci.org](mailto:abstract@eaaci.org)). Withdrawals after this date cannot be accepted.

#### **2.3.6 Late abstract embargo**

Accepted late 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 abstracts (except "E-TPS Display Only") will also be published in the Allergy Journal after the EAACI Congress. EAACI and Wiley hold copyright of all accepted late abstracts for the EAACI Congress and therefore late abstracts cannot be made public prior to official release. Copyright is only lifted if the late abstract is not accepted for publication in the Allergy Journal after the EAACI Congress. Violation of the embargo may result in the late abstract being withdrawn from the congress and/or other measures deemed appropriate. It is not considered a violation of this policy if a late 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 late abstract submission deadline.

#### **2.3.7 Copyright**

By submitting your late abstract to the EAACI Hybrid 2024 you are agreeing to the transfer of the copyright to EAACI/Wiley.

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

The submission of late abstracts accepted for EAACI Hybrid Congress 2024 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 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](#).

#### **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 2024. The information collected in this call for late abstract submission is subject to data processing to proceed with the elaboration of the Scientific Programme during the EAACI Hybrid Congress 2024.

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 late 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, CYIM, the EAACI Committees, and late abstract reviewers involved in the late abstract selection for the EAACI Hybrid Congress 2024. Transfer of personal data to

contractors 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 late 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](mailto:gdpr@eaaci.org)

### **2.3.9 Late abstract Review**

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

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

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

**Please note that the final decisions regarding acceptance of the submitted late abstract will be made by the Scientific Programme Committee. No rescheduling or changes by the submitters will be possible once the late abstract deadline is closed.**

#### **Contact**

For any assistance for the submission of the late abstract please contact the Scientific Secretariat at: [abstract@eaaci.org](mailto:abstract@eaaci.org)

*Deadlines are subject to change.*

Date: December 2023