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Abstract  
Submission  
Guidelines

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# 1. Abstract Calendar

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## IMPORTANT DATES

**2 November 2022** - Online abstract submission opens.

**15 December 2022, 23:59 CET** - Abstract submission closes.  
Any abstracts received after the deadline will not be accepted.

**29 March 2023, 23:59 CET** - Accepted abstract presenter pre-registration deadline.  
\*Presenters of accepted abstracts must pre-register for the **physical congress in Glasgow** (no virtual presentation is possible) before this date.

**29 March 2023, 23:59 CET** - Deadline for abstract withdrawals.

# 2. Submission Conditions

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1. The work in the abstract should not be presented nor appear in another format at any international English-speaking meeting before the Euroanaesthesia 2023 Congress.
2. The work should not be published before Euroanaesthesia 2023, in whole or in abstract, in an indexed journal.
3. Your presentation will be unbiased, based on the best available evidence and all elements of the presentation will be free from the control of commercial interests.
4. In consideration of the European Society of Anaesthesiology and Intensive Care taking action in reviewing and editing the submission, the author(s) must transfer, assign, and otherwise convey copyright of ownership in said work to the European Society of Anaesthesiology and Intensive Care in the event said work is published by the Society. This copyright assignment applies only to the abstract submitted and does not apply to, or prevent, subsequent publication elsewhere of a full manuscript relating to the subject matter of such abstract.
5. If the abstract is accepted, the author commits to present the work at the upcoming Euroanaesthesia congress. Presenters of accepted abstracts must pre-register for **the physical congress before 29 March 2023** or the abstract will be removed from all Euroanaesthesia-related publications, including the Abstract Book, and will be rejected for presentation at Euroanaesthesia.

### 3. Online Abstract Submission

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Abstracts for Euroanaesthesia should be submitted online through the dedicated submission platform. The abstract submission process involves the following steps:

- Ethical Research Declaration
- Authors/Institutions/Study Group
- Topic / Keywords
- Conflict(s) of Interest
- Abstract Content
- Abstract Summary
- Abstract Preview

The above steps should all be completed in order to ensure successful submission, although not necessarily in one session. All information can be edited until the submission deadline (if already submitted prior to the modification, the abstract should be submitted again). **Editing information is no longer possible after the submission deadline.**

### 4. Ethical Research Declaration

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All abstracts submitted must adhere to the Declaration of Helsinki's ethical principles for medical research involving human subjects and the rules laid down by the International Committee of Medical Journal Editors in their Recommendations for the conduct, reporting, editing, and publication of scholarly work in medical journals. **This requires that all research (clinical or experimental in humans or animals) must have the approval or an exemption from a suitable Institutional Review Board (IRB), Independent Ethics Committee (IEC) or Ethical Review Board (ERB). If this does not exist, the abstract will be rejected.**

In the abstract submission process, the abstract submitter will be asked whether their abstract is a case report or other piece of work. If it is a case report, then written patient consent is required for submission and articles without this will be rejected. If the abstract is not a case report, then the submitter will answer a series of Yes/No questions which will determine whether ethical approval is required. Not all abstracts will require ethical review (audits, systematic reviews, meta-analysis), but where it is determined by the questions answered that approval or an exemption is required, the submitter will have to complete a declaration that this has occurred. Submitters may be asked to provide written evidence of review/exemption by the ESAIC Scientific Committee and must be able to produce it following the completion of the submission process.

**Misleading statements in the ethical declaration or failure to provide relevant proof of consent/approval will result in the rejection of the abstract and the authors' institution informed.**

## 5. Abstract Options

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**Euroanaesthesia Congress offers two options for abstract submission: Case report and Non-case report. The abstract option is determined automatically based on the replies to questions in the Ethical Declaration Section.**

### Option 1: Case report

Case reports should only be submitted if they present a case or therapeutic approach that has not been published before. Case reports presented under this option should contain concise statements of:

- **Background:** Describe the underlying clinical question or problem. Brief statement summarising why this case is unusual and noteworthy should be included.
- **Case report:** Summarise the information that you have gathered: a brief history and important and relevant positive and negative findings with details of investigations, treatment, and the condition of the patient after treatment.
- **Discussion:** State the significance of the information. Explain the objective of reporting the case; describe what others have written before about the condition or any related feature. Support with facts the message you are trying to convey. The reviewers want proof of the rarity and relevance of the condition and the scientific explanations for it.
- **References:** Include up to three references, numbered according to order of occurrence in the text, with the corresponding number in the text.
- **Learning points:** These are essentially your final conclusions and serve to crystallise your thoughts on exactly why you think this case is of value and what we can learn from it.

### Option 2: Non-case report

This option is most suited for scientific research. Abstracts presented under this option should contain concise statements of:

- **Background and Goal of Study:** Indicate the purpose and objective of the research; clearly state the hypothesis that was tested by the study or the observations that are sought.
- **Materials and Methods:** Describe methods used. Standard methods need only be named, but uncommon or new methods may need a more detailed description. The reader must understand how the data were generated. Indicate how the data were analysed and which statistical tests were used.
- **Results and Discussion:** Present as clearly and detailed as possible the findings and outcome of the study in summarised form. Abstracts need only short discussions. Focus on what can be concluded from the data and explain them in simple words. Avoid any speculations.

- **Conclusion(s):** Give a simple answer to the hypothesis in the light of the new data from your study. You may wish to suggest what needs to be studied next. The conclusion must be justified by your data.
- **References (optional):** Include up to three references, numbered according to order of occurrence in the text, with the corresponding number in the text.
- **Acknowledgements (optional):** Include any acknowledgement you wish to make.

## 6. Detailed Guidelines

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The organisers encourage early abstract submission for Euroanaesthesia 2023 in order to avoid any last-minute rush. **Please read the following important information and guidelines carefully before you submit an abstract.** Non-adherence to these submission guidelines may be cause for rejection.

### Language

All abstracts must be written in **English**. Please write as simply as possible and avoid language mistakes. If English is not your first language, we recommend that you have your abstract reviewed by a native speaker before submission.

### Submission process

Abstracts **can only be submitted online** via the Euroanaesthesia abstract submission platform **as of 2 November 2022**. Abstracts submitted by mail, fax or e-mail will not be accepted.

### Number of Authors

**Up to 6 authors** (1<sup>st</sup> author + 5 co-authors) maximum for an abstract are allowed. The authors will be published in the same order as submitted. The presenting author will be underlined and will be the contact author. The presenter's full name and professional address details need to be entered. The affiliation of all authors must be entered.

### Length

The abstract title is limited to 300 characters and the abstract body should not exceed **2500 characters** including spaces. **Each table image inserted in the abstract body counts for 300 characters and each row of a table for 50 characters.**

Author names and affiliations are not counted in the 2500 characters limit.

### Font

Use a **standard font** like Arial when formatting your text. This will help prevent special characters from getting lost when copying your text to the online abstract submission form. Avoid full sentences in capital letters, including in the title. Please remember to preview the final abstract before submission and edit or replace it as necessary.

### Picture

Images, graphs or illustrations in colour are allowed but count as 300 characters in your abstract. The allowed maximum size is 800x600 pixels (height/width). Any graphics larger than this size will not be accepted.

### Spelling

It is the author's responsibility to submit a correct abstract. Any errors in spelling, grammar or scientific fact will be reproduced as typed by the author.

## Topic

The abstract topic is the general heading under which your abstract will be reviewed and later published in the congress materials if accepted. Please choose the topic which best describes the subject of your abstract.

Please note, the Scientific Committee reserves the right to decide on final topic assignment upon abstract selection.

The following topics are available:

1. **General Anaesthesiology**
2. **Ambulatory Anaesthesia**
3. **Regional Anaesthesia**
4. **Obstetric Anaesthesiology**
5. **Paediatric Anaesthesiology**
6. **Neuroanaesthesiology**
7. **Cardiothoracic and Vascular Anaesthesiology**
8. **Acute and Chronic Pain Management and Palliative Medicine**
9. **Intensive Care Medicine**
10. **Critical Emergency Medicine – Trauma and Resuscitation**
11. **Respiration and Airway Management**
12. **Transfusion, Haemostasis and Thrombosis**
13. **Perioperative Medicine**
14. **Patient Safety**
15. **Geriatric Anaesthesiology**
16. **Leadership, Self-Development and Education**
17. **Ethics**
18. **Sustainability**

## 7. Conflict of Interest

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Any abstract presenter, who takes part in an abstract presentation session at Euroanaesthesia, must declare the existence of any relationship or arrangement, direct or indirect that could be reasonably considered to affect the content of their presentation. This includes, but is not limited to, factors such as financial relationships, advisory positions, receipt of payments, expenses, grants, or departmental support, and membership of other organisations (up to 3 years before the abstract submission).

**Individuals who declare a 'Conflict of Interest' at the time of submission should also disclose this to the audience at the beginning of their presentation and make mention of it on their poster.** The audience and chairpersons are entitled to request such statements if they are not made.

## 8. Abstract Corrections

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During the submission period, the abstract can be edited online as many times as needed, until the submission period ends. Remember to **save** any information and amendments to your abstract by clicking on the "SAVE" button.

Once you have submitted an abstract, it is still possible to make corrections prior to the submission deadline.

In case of errors in the abstract discovered after the deadline, you can either withdraw the abstract or - for minor errors - may indicate the correction during the presentation. However, changes will not be included in the published version of the abstract.

## 9. Review and Scheduling

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All submitted abstracts will go through a blind peer-review process carried out by international reviewers selected by the ESAIC Scientific Committee. Each abstract will be reviewed by two reviewers.

### Notification of results and schedule

Notification of acceptance or rejection will be sent to the submitting and presenting author by February 2023. After the acceptance is notified, **only the presenting author** will receive abstract-related email correspondence and is responsible for informing all co-authors of the status of the abstract. Presentation schedules will be sent out by March 2023.

### Duplicate abstracts will be refused.

If an individual submits multiple abstracts and more than one abstract is accepted for presentation, the ESAIC will attempt to schedule the presentations to prevent time conflicts for the presenter.

### **Important note: a maximum of 3 posters per presenter is allowed.**

Because of the complexity of scheduling the large number of abstracts, some conflicts in presentation times may be unavoidable.

If a time conflict occurs, the original abstract presenter will be responsible for selecting a co-author to present the abstract. The new abstract presenter needs to clearly understand the study and the abstract and has to be registered for the congress.

## 10. Registration of the Abstract Presenter

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If the abstract is accepted, the author commits to present the work at the onsite Euroanaesthesia 2023. **There will be no possibility to present the abstract online.**

**Presenters of accepted abstracts must pre-register for the physical congress before 29 March 2023 (23:59 CET). The same presenter **CANNOT** be appointed to more than **3 abstracts**.** Co-authors should be appointed as presenters if that is the case.

For more details about the registration fee for abstract presenters, please refer to the [Euroanaesthesia website](#).

### **If a presenter fails to register before the deadline:**

- The abstract(s) will not be published in the e-supplement of the European Journal of Anaesthesiology and will be rejected for presentation at the Congress.
- The abstract(s) will be withdrawn by the ESAIC and removed from all Euroanaesthesia-related publications.

## 11. Presentation (E-Posters)

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Abstract presenters will be required to make a **formal presentation in front of the e-poster terminal in Glasgow, Scotland. All abstract presentations will take place onsite (no virtual presentation is possible).**

Two chairpersons will conduct a short discussion of each abstract with the presenter and the audience, for every abstract in that session. In each session, up to 12 abstracts can be presented

### Poster Submission

In April 2023, abstract presenters will receive an email with all the instructions to submit their e-poster(s) through a dedicated online system.

Submission start date: **20 April 2023**

Submission deadline: **11 May 2023**

It is the presenters' responsibility to submit their e-poster(s).

Submissions after the deadline will not be accepted and the poster will be removed from the session.

### E-POSTER Presentation

Your poster will be shown on interactive poster stations. See more details about the terminals on <http://www.posterwalk.com>.

The e-poster needs to be prepared as per the following requirements:

- Number of pages: 1
- File format: PPT, PPTX or PDF
- Poster ratio: 16:9
- Poster size in cm: 67,733cm width x 38,1cm height – landscape orientation

If the poster includes a video, it must be uploaded separately. The following requirements apply:

- Video and file format: .mp4
- Max. Duration: 1 minute

- Max. number: 3 videos
- Sound: not supported

**Posters must be submitted in landscape orientation.** A ready-made e-poster template in PowerPoint format will be available and downloadable on the [Euroanaesthesia website](#) closer to the e-poster submission dates.

## 12. Publication

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All accepted abstracts will be published in their entirety as an e-supplement to the European Journal of Anaesthesiology. Note that publication of the accepted abstract is dependent on the timely pre-registration of the abstract presenter.

If accepted for presentation at the congress, the abstract will be published as entered into the abstract submission programme.

## 13. Best Abstract Prize Competition

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Cash prizes of € 3.000, € 2.000 and € 1.000 are awarded for the best three abstracts presented at Euroanaesthesia. Papers for the Best Abstract Prize Competition (BAPC) are selected by the ESAIC Scientific Committee.

Nominees for the Best Abstract Prize Competition (BAPC) will be notified by ESAIC. Each nominee will give a 10-minute PowerPoint presentation followed by a 5-minute discussion of the abstract.

**The Best Abstract Prize competition session is scheduled on Sunday 4 June 2023 from 14:30 to 16:30. The three best abstracts will be announced after the presentations.**

## 14. Withdrawal conditions

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### **Written notice must be submitted**

If a submitted abstract must be withdrawn, a written withdrawal request must be submitted to the ESAIC Secretariat ([abstracts@esaic.org](mailto:abstracts@esaic.org)) by e-mail originating from the presenter's e-mail address.

### **This notice must clearly mention:**

- Abstract submission number and title;
- Presenter's contact details;
- Reason(s) for withdrawal of the abstract;
- Attest that all authors are in agreement that the abstract must be withdrawn.



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