

Abstract Submission - General Guidelines and Regulations

Call for Abstracts and Abstract Submission Guidelines

The EAACI Scientific Programme Committee and the Local Organising Committee welcome the submission of original contributions for abstracts at the ISMA RHINA 2024.

DEADLINE: MONDAY 10 JUNE at 23:59 CET

EAACI does not charge any fee for regular abstract submission. Abstracts can only be submitted on the online platform on the event website. 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 abstract:

Abstracts not adhering to ISMA RHINA Abstract Submission – General Guidelines and Regulations will be rejected. The final decision about acceptance of an abstract will be taken by the ISMA RHINA Scientific Programme Committee. EAACI does not communicate, nor enter into correspondence on the reason for acceptance or rejection of an 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 abstract again. Instead, please contact the Scientific Secretariat abstract@eaaci.org for advice.

1.2 Declaration of conflict of interest

EAACI is committed to ensuring the integrity of scientific, educational, and research programmes. 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 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 abstracts. You can edit your abstracts until the submission deadline on **Monday 10 JUNE 2024, 23:59 CET**.

2.1.2 Abstract language and length

Abstracts and presentations must be written in **English**. The maximum length allowed for an 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/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 Abstract structure and content

To make the 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. 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 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 abstract. Standard abbreviations may be employed in the text. Place special or unusual abbreviations in parentheses after the full wording 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 abstracts with identifiable patient

For the publication of an abstract that contains identifiable information about patients, it is necessary that patients have given consent for the research to be published. For all 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 abstract text.

2.1.7 Duplication of publications

Unpublished abstracts that have been presented at a different scientific meeting within a 12 months period prior to ISMA RHINA 2024, provided they contain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

2.2 Abstract presentation

2.2.1 Presentation formats and abstract topics

Accepted abstracts selected by expert reviewers will be presented in any of the following sessions: Oral Abstract Sessions (OAS) Poster Discussion Session (PDS) and Poster display (PD).

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 as no editing or proofreading will be done by EAACI. Please note that each year a number of abstracts are rejected because of poor English or because they contain no or incomplete data.

OAS and PDS formats will be presented in Helsinki only. No electronic presentation format is foreseen.

For the poster display, authors should send the poster to the venue 5 days before the event start.

For clinical studies, clinical trials or translational research abstract submissions, the presenting author

can be any of the listed authors, but without affiliations to industry.

For basic research abstract submissions, the presenting author can be any of the listed authors.

2.2.2 Oral Abstract Session

The Oral Abstract Sessions (OAS) consist of oral presentations 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 Poster Discussion Session

The Poster Discussion Session (PDS) will allow for presentation of your work during the Poster Discussion sessions. Each Poster Discussion Session will allow poster presenters to interact with participants for 60 minutes by standing next to their poster.

2.2.4 Poster Display

The posters that will be not be included in the Poster Discussion Session (PDS) will be available for display during the entire congress.

2.3 Abstract instructions

2.3.1 Notification of acceptance

Notifications of acceptance or rejection of the abstracts will be sent to the presenting author of the abstract by **8 of July 2024**.

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

With the notification of acceptance, abstract presenters will be informed about the format.

The presenting author must be registered using the same email address which was used for the abstract submission. This is to ensure that the abstract and registration can be matched. **If the presenting author is not registered by 17 July** and/or the email addresses used do not match, the abstract will not be published in the congress programme.

2.3.2 Registration

The presenting author of an abstract must register for the congress. Until **17 of July** the presenting author is offered a special extended “early fee”. The registration fee may be refunded if the abstract is rejected. Please note that some countries require a visa to visit Finland.

2.3.3 Publication of abstracts

Accepted abstracts will be published in the online programme and EAACI website during the event.

In order to have your abstract published on the website you need to be registered for the congress by 17 of July 2024

OAS and PDS formats will be presented in Helsinki only. No electronic presentation format is foreseen.

For the poster display, authors should send the poster to the venue 5 days before the event start.

2.3.4 No-show policy

Submission of an abstract constitutes a formal commitment by the author(s) to present the work if accepted. If a presenting author of an accepted abstract does not register for the event until the

deadline, he/she risks jeopardizing future acceptance at other EAACI Congresses and Events, if not justified (withdrawn). These abstracts will be excluded from publication on the EAACI event platform and EAACI content platform.

2.3.5 Withdrawal of an abstract

If you need to withdraw your abstract, a written statement listing the reasons for this decision must be sent to the EAACI Scientific Secretariat no later than 17 July 2024 (abstract@eaaci.org). Withdrawals after this date cannot be accepted.

2.3.6 Abstract Embargo

Accepted abstracts are made available to the public on the Event website on the first day of the ISMA RHINA 2024 event at 09:00 CET.

Hence, the embargo is lifted at 09:00 hrs CET on the starting day of the ISMA RHINA 2024 and can be reported from that time onwards.

EAACI hold copyright of all accepted abstracts for the ISMA RHINA 2024 and therefore abstracts cannot be made public prior to official release. Copyright is only lifted if the abstract is not accepted for publication during ISMA RHINA 2024. Violation of the embargo may result in the abstract being withdrawn from the congress and/or other measures deemed appropriate. It is not considered a violation of this policy if an 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 abstract submission deadline.

2.3.7 Copyright

By submitting your abstract to the ISMA RHINA 2024 you are agreeing to the transfer of the copyright to EAACI.

The submission of abstracts accepted for ISMA RHINA 2024 requires the permission of EAACI as copyright holder.

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 ISMA RHINA 2024.

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 ISMA RHINA 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 abstract

Your personal data will be shared with EAACI, CYIM, the EAACI Committees, and abstract reviewers involved in the abstract selection for the ISMA RHINA 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 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 Abstract Review

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

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

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

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

Contact

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

Deadlines are subject to change.

Date: January 2024