



CONGRESS GUIDELINES

Please read this information carefully before proceeding to the online submission form

1. IMPORTANT DATES

Submissions accepted from: 1 September 2010

Submission deadline: 9 January 2011, Midday GMT

Notifications to submitters: 21 February 2011

Abstracts received after the deadline will not be accepted!

2. TECHNICAL REQUIREMENTS

The internet abstract submission system works best with Internet Explorer 7.0 or higher and Mozilla Firefox 3.0 or higher. Cookies and JavaScript needs to be enabled.

3. GENERAL

Abstracts can only be submitted online via the online abstract submission form that can be found in the section abstracts on the official ESPGHAN 2011 Meeting website:

www.espghan2011.org

Abstracts must be submitted in English

Abstracts sent by post or email will not be accepted. No exceptions will be made.

DEFINITIONS

- Submitting author: person who physically submits the abstract
- Presenting author: person who will physically present the abstract at the congress and who is marked as the presenter in the program
- First author: First author cited who scientifically endorses the abstract and is therefore responsible for its content

RULES

Failure to observe these guidelines may result in disqualification.

1. Go to www.espghan2011.org on the Internet. Click on ..ABSTRACTS.. and follow instructions as given.

2. An abstract can be submitted to the ESPGHAN 2011 Congress if it has not been published previously and only presented at a national meeting.

3. The correct topic must be selected to ensure correct scoring. The content of the abstract must be topic related.

4. Abstracts must contain data and meet international ethical standards.

5. Abbreviations should be defined.

6. Trade names cannot be mentioned in the title. However, trade names in brackets will be accepted in the body of the text.

7. An abstract cannot be accepted if the conflict of interest disclosure has not been ticked on the submission form. If the research or one of the co-authors has a conflict of interest, this must be clearly stated.
8. The abstract cannot contain more than 3000 characters (approx.500 words) (blank spaces, punctuation as well as authors. affiliation and titles included).
9. The abstract must be structured into the following sections:

Objectives and study
Methods
Results
Conclusion

10. One table can be included, with the following restrictions:
Max number of columns: 5
Max number of rows: 5
Please note that tables may significantly reduce the number of available characters.
11. Abstracts can be saved in Draft status to be re-edited and modified until the submission deadline (9 January 2011, Midday GMT). Therefore, the submitting author will be required to create a user account.
12. If you have successfully submitted your abstract, you will receive a confirmation number. If no confirmation number is received, the abstract cannot be considered as successfully submitted and accepted.
13. Abstracts fulfilling all criteria can be saved in Final Submission_j status. Only abstracts in Final submission status will be considered as successfully submitted and accepted.
14. If you leave the system without saving the abstract all data is lost. The submitted/draft abstracts cannot be edited after the submission deadline (9 January 2011, Midday GMT).
15. Please ensure that your abstract does not contain spelling, grammatical or scientific errors. No corrections are possible after the submission deadline. The abstract will be reproduced exactly as submitted. No proofreading will be done.
16. If you need to withdraw your abstract, a written statement reflecting the reasons for this decision must be sent to: espghan2011abstract@mci-group.com, no later than 01 April 2011.

AFTER THE SUBMISSION

1. The reviewers will judge the abstracts according to the relevance to ESPGHAN 2011 standard of English, objectivity of statements, description of what was done, suitability of methods to aims, conclusions confirmed by objective results, ethics, scientific value, potential clinical value, originality of work and overall impression.
2. The submitting authors will be notified by 21 February 2011, at the email address provided during submission, whether their abstract has been accepted. It is the author/s responsibility to ensure that emails from ESPGHAN can reach them. They will be informed at the same time about the date, time and form of their presentation.

PUBLICATION POLICY

All abstracts accepted for presentation (oral or poster) will be published in the official abstract book of the conference.

PRESENTATION OF ABSTRACTS

1. Abstracts can be accepted either as poster, or oral communication.
2. If your abstract is accepted as a poster, you will be requested to be available for discussion during the corresponding moderated poster viewing session
3. The usable surface of the display panels measures 200 cm (height) x 100 cm (width). Pins and adhesive material will be provided.
4. Please use letters large enough to be read from a distance of 1.5 meters (4.9 feet).
5. A speaker preview room will be available and each presenter is required to hand in his presentation before the session. No personal computers will be allowed. Files must be prepared on PowerPoint 2000/2003 format on a CD-Rom or USB stick
Oral presentations will be given further information on length of lecture and presentation details closer to the conference
6. Full presentation guidelines will be included in the acceptance letter and posted on the congress website

PROBLEMS SUBMITTING?

If you experience any kind of problem or if you have questions, please do not hesitate to contact:

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