Abstract submission guidelines

1. All abstracts (oral presentations, video presentations, e-Posters) will be submitted exclusively online, by filling in the abstract submission form, **until 01 June 2024.**

   Before the abstract submission deadline, submitters can go back and make changes to a submitted abstract at any time up to the deadline. To edit a submitted abstract, please use the personalized link received in the abstract submission confirmation e-mail.

2. Abstracts sent via mail, fax or any e-mail address (of the event or of the PCO company) **will NOT be accepted.**

3. Presenting authors of the abstracts must register online and pay the registration fee **until 01 June 2024.** Abstracts of authors not registered and without their participation fee paid will not be included in the final scientific program.

4. The official language of the events is English. All abstracts should be written in English and will not exceed 250 words. Please note that the online form is designed so that submitted texts do not exceed **250 words** so make sure your abstract is prepared accordingly before submitting it online. It is recommended that you use the Word Count option to ensure that you do not surpass the limit. Authors' names and affiliations will not be counted into the 250 words.

5. For abstracts presenting research/studies, the content must be of informative and it should specify:

   a) Introduction - the objectives and purpose of your paper;
   b) Material and methods used;
   c) Results;
   d) Conclusions (please avoid using ambiguous phrases such as "results will be discussed").

   The onsite presentation, if the paper is accepted, should follow the same structure.

Abstract submission guidelines

6 For clinical case presentations, these should refer to problems that are rarely encountered in clinical practice or to newly introduced therapeutic options, rarely used until now.

The abstract and, if accepted, the presentation, must include:

a) **Introduction/Motivation** - a summary regarding the clinical condition this case presents, the singularity of the case;
b) **Clinical Case presentation** - details regarding the case, investigations, treatment, results;
c) **Discussion** - a brief description of the literature data in reference to the presented case, highlighting the importance of the described clinical condition, explanations regarding the treatments and their effects
d) **Singularity of the case** - what is rare about the case and what information should be noted and remembered

7 **For the editing of your abstract:**

• The title should be brief (maximum 25 words) and clearly indicate the content with maximum precision and concision.

• The abstract should not include graphics, tables, photos or sketches. The text will be written without paragraph alignment or any other indentation;

• Please ensure that your abstract does not contain spelling, grammatical or scientific errors. The abstracts will be published in the form sent by the authors, without revision.

• All abbreviations should be explained at their first use in the text. Do not use abbreviations that are not in accordance with the international rules.

• All submitted abstracts must be free of any commercial reference. It is not allowed to insert (in the title or content of the abstract) commercial names of products and/or companies. The title of the conference/communication and all educational materials must be free of any commercial bias. Any reference to medicinal products will be made using only generic names.

Abstract submission guidelines

8 The number of the co-authors is limited to **10 (ten)**, including the presenting author. Spell out completely the names of all authors using full first and last names. Maintain consistency in author names on multiple abstracts to avoid duplication in the author index.

9 The bibliography is not mandatory. In case you want to include it in your abstract, please write no more than two references at the end of the abstract.

10 Along with sending the abstract, the presenting author must also: - take full responsibility for the presented content; - confirm that all the authors of the submitted document are aware and agree with the content; - make sure that the submitted papers have not been presented during another scientific event or submitted to a national or international publications prior to the ESS 2024 International Meeting.

11 The authors will be notified if their abstract has been accepted **2 weeks period after submission.**

12 Conflict of Interest Disclosure Form All authors are requested to disclose any actual or potential conflict of interest including any financial, personal or other relationships with other people or organizations that could inappropriately influence, or be perceived to influence their work.

Scientific Abstracts' Evaluation

The scientific abstracts submitted online within the deadline will be evaluated by the Scientific Committee of the ESS 2024 International Meeting.

PRESENTATION TYPE

Congress delegates are invited to select their preference for their papers' presentation type when filling in the online abstract submission form.

For an optimal structure of the scientific program, please note that there may be changes in the presentation types selected by the participants, the final decision regarding the presentation type allotted to each paper (oral communication, e-Poster, commented e-Poster) belonging exclusively to the Scientific Committee.

EVALUATION RESULTS

After finalizing the evaluation process, the results will be communicated via e-mail to all participants that have submitted papers. The notification will be sent on the e-mail address of the person that submitted the online abstract submission form.
If the contact person is not the same as the presenting author, the contact person will send the notification received from the Organizers to the person designated to present the paper. Depending on the presentation type allotted to the paper(s), authors will receive a set of guidelines on how to prepare and deliver the presentation(s).

PRESENTING AUTHOR

All accepted abstracts will be presented during the event by presenting authors registered until 01 June 2024.

If the presenting author cannot attend the event, they must delegate and announce the new presenting author that will deliver the presentation by sending an e-mail at esscg2024@gmail.com

These changes must be communicated to the Meeting Secretariat 3 weeks before the start of the event, the latest.

E-Posters Guidelines and Recommendations

If your abstract has been accepted by the Scientific Committee as an e-Poster, the presenting author must be registered at the event (by completing the online registration form and paying the registration fee).

The presenting authors are kindly asked to design the electronic poster (in English) according to the guidelines presented below and send it **01 June 2024 at** **sscg2024@gmail.com**

e-Poster guidelines and recommendations:

- Mandatory format: **PDF & JPG**
- Mandatory orientation: **PORTRAIT**
- Mandatory size: **Width: 20 inch (28.57 cm, 1080 px), Height 11.25 inch (50.8 cm, 1920 px)**
- It is recommended that you organize your content in the following sections: **Introduction and objectives, Material and method, Results, Conclusions**
- Recommended fonts: **Arial, Calibri, Times New Roman**
- Recommended title font size: **20 pt.**
- Recommended content font size: **14 pt.**
- Maximum accepted size: **20mb / e-Poster**
- For a better visibility, it is recommended that you use bright fonts on a darker background
- To enhance the quality of your presentation, it is recommended that you insert graphics and photos to sustain the content of your paper.

E-Posters Guidelines and Recommendations

E-POSTER PRESENTATION

① e-Posters (.PDF) will be available throughout the event in the e-Posters Area.

② The presenting authors will present in front of the Evaluation Committee on **DATE 21 June 2024, between 16:00 - 16:30,** in the e-Posters Area, **COURTYARD BY MARRIOTT BATUMI,** in the dedicated discussion session.

The dedicated time for an e-Poster presentation is **3 minutes.**