



## Scientific Programme - Abstract Submission Instructions

Abstract submission will open in July 2010. The deadline for receipt of abstracts is 7 November 2010. Abstracts will only be accepted via [www.easo.org/eco2011](http://www.easo.org/eco2011)

**Important Note:** Review Sessions at ECO2011 will incorporate the highest quality submitted abstracts - giving abstract submitters greater opportunity to present their work orally. The ECO2011 International Scientific Committee (ISC) will allocate abstracts to review sessions and to oral sessions and their decision will be based purely on quality of abstract. In addition, EASO will present awards for the best abstracts and for the best posters at the ECO2011 Closing Ceremony. The initial selection for these awards will be made using submitted abstracts - it is therefore important that submitted abstracts are of the highest possible standard.

### ECO2011 Abstract Submission Instructions

- Only online submissions, submitted with a valid email address via the ECO2011 website, will be considered. Abstracts submitted by post, fax or email will not be considered.
- Abstracts must be submitted in English with a maximum word count of 250 words. This includes body text and tables. Abstracts which exceed this word count will not be considered for review.
- You MUST use the ECO2011 Abstract Template which can be downloaded from the ECO2011 website. **All authors names and affiliations/institutions will be requested during the submission process and should not be entered anywhere on the abstract template.**
- The submission fee is €40 per abstract - this should be paid at the time of abstract submission and no later than the abstract submission deadline of 7 November 2010. If payment is not received by this date, abstracts will NOT be considered.
- Contact details of the submitting author must be provided as part of the abstract submission process. All correspondence will be sent to the submitting author only. It is the responsibility of the submitting author to forward any relevant correspondence to the presenting author.
- All presenters of accepted abstracts are expected to attend the Congress and pay the relevant registration fee.

### Abstract Presentation - Important information

Review Sessions at ECO2011 will incorporate the highest quality submitted abstracts - giving abstract submitters greater opportunity to present their work orally. Abstracts will also be selected for oral sessions and poster presentation. Poster Sessions will form an integral part of the ECO2011 Scientific Programme. Poster Sessions will not conflict with any other sessions meaning that they will not be scheduled at the same time as oral sessions in the programme. Poster authors will be asked to stand by their poster during scheduled poster presentation times. Authors will be notified of the status of their abstract in early 2011. Further presentation instructions will be given at this time. Please note that the **EASO Best Abstract and Best Poster Prizes** will be awarded at the ECO2011 Closing Ceremony and will be selected by ISC selection. Further information is available on the ECO2011 website and will be available in the official Congress Programme Book.

### Conflict of interest and Funding Disclosure

EASO encourages full disclosure of all relevant sources of funding in relation to abstracts submitted to this congress. If you wish to disclose a conflict of interest or funding, please provide specific details at the foot of your abstract. See the ECO2011 Abstract Template (available via the ECO2011 website) for further information.

### Publication

All accepted abstracts will be published in a relevant learned journal.

### Confirmation of Receipt

Submitting authors will be sent an acknowledgement via e-mail to confirm that their abstract has been received. If you do not receive the acknowledgement within three days of your submission, please contact the Congress Secretariat (details available via [www.easo.org/eco2011](http://www.easo.org/eco2011)).

**Abstract Submission Deadline: 7 November 2010**