

ABSTRACT SUBMISSION GUIDELINES

1. General Information

The abstract submission is open to vascular surgeons, trainees, nurses, technicians and specialists of all related disciplines.

TIMELINES

- **Abstract submission opens:** 15 January, 2020
- **Abstract Submission closes:** 1 April, 2020 (23:59 CET)
- **Notification of Acceptance:** 20 May, 2020
- **Deadline to confirm acceptance:** 15 June, 2020

2. Abstract Submission Categories

Abstracts should address aspects of vascular surgery on all aspects. Each abstract submission will be associated with a **corresponding category** found in the predefined list of categories for a total of **15** categories. The submitter is required to select the most appropriate category for the abstract in the online submission form. All entries should fall under one of the **15** categories below:

Abdominal Aortic Diseases	Thoraco-abdominal Aortic Disease
Aorto-iliac occlusive disease	Vascular Access
Case Reports (EVST Session)	Vascular Biology
Chronic Wound Management	Vascular Imaging
Education	Vascular Nursing
Miscellaneous	Vascular Trauma
Peripheral Arterial Disease	Venous Diseases (including malformations)
Supra-aortic Arterial Disease	

2. Type of Presentations

➤ **FAST-TRACK PRESENTATIONS SESSIONS**

A **Fast-Track Presentation** is a **short oral communication** of 4 minutes, presented in front of a Jury, on the first day of the Annual Meeting. Each presentation is followed by 2 minutes for questions from the Jury or audience. The authors of the **top-scored presentations** will have the opportunity to present an **extended version** of their abstract in one of the **Plenary Scientific Sessions** on the following days of the congress. Therefore, we encourage all presenters of selected abstracts to prepare a **short version (4 minutes)** and **extended version (8 minutes)** of their presentation, in case they are selected. All Fast-Track Presenters should be available all four days of the congress.

➤ **ORAL PRIZE SESSION**

The **10 highest rated abstracts** will be selected directly for oral presentation and will be included in the Prize Scientific Session. Authors of abstracts selected for the **Prize Session** will be communicated their date and time of presentation on May 20, 2020. These will not present during the Fast-Track Abstract Sessions.

IMPORTANT NOTICE:

- All abstract submitters should be prepared to present their abstract as an oral communication or poster presentation.
- Abstract presenters that would like to be excluded from presenting an oral communication can indicate their preference in the appropriate box on the online abstract submission form.

3. Abstract Format

SECTION	DESCRIPTION
Author(s)	<ul style="list-style-type: none"> - The person submitting the abstract should be the presenting author of the work. - The ESVS respects the Vancouver agreement on authorship, and in light of that, only accepts a maximum of 8 authors from single-centre reports. In case of a multicentre study, and in particular multi-national collaborations, more than 8 authors are accepted.
Abstract Title	<ul style="list-style-type: none"> - The title should provide a reasonable completed description of the study that was conducted, and sometimes even foreshadow the findings. The title should be informative, concise and intelligible. - Abstract title should be max. 100 characters.
Abstract Body	<p>The following format must be followed: <i>(you will find a downloadable template to submit your abstract at the submission platform, it is <u>mandatory</u> to use the template when uploading your abstract to the platform)</i></p> <p><i>Introduction</i> The introduction should be a brief section designed to inform of the relevance of the research and include a short history of relevant background that leads to a statement of the problem that is being addressed.</p> <p><i>Methods</i> The methods section should contain sufficient information to be able to understand the experimental design, the analytical techniques and the statistics used in the study.</p> <p><i>Results</i> The results section describes but does not interpret. The presentation data may be either chronological to correspond with the methods or in the order of most to least important.</p> <p><i>Conclusion</i> The conclusions section should provide only conclusion of the study directly supported by the results, along with implications for clinical practice, avoiding speculation.</p> <p>NOTE: <i>a separate template is available for the abstracts submitted under “ Case Reports” category. These will need to follow a different structure, namely: Introduction, Case Description, Discussion</i></p>
Abstract Layout	<ul style="list-style-type: none"> - Abstracts must be submitted in English. - The total length of the abstract should be min. 1300 characters (incl. characters in tables & excl. blank spaces) and max. 3500 characters.

Graphics, Tables & Images	Up to two graphics, tables and/or images can be included in the abstract. Graphics and images should be included in high quality and follow criteria below:		
	Width	min 90 pixels	max 750 pixels
	Height	min 90 pixels	max 750 pixels
	Size	min 30 KB	max 750 KB
	Resolution	min 96 dpi	max 750 dpi
	Allowed file type: gif, jpg, png		
References	References are allowed and are not included in the overall count of words of the abstract. <i>Please add your references in a dedicated section of abstract submission system.</i>		

4. Submission Policy

- Submitted abstracts must describe unpublished work (as full papers) at the moment of the submission. Unpublished abstracts presented at other scientific meetings (different specialties) will be accepted. Abstracts will be published exactly as submitted. We kindly ask you to proofread abstracts carefully to avoid errors before they are submitted. Any abstract considered unsuitable for reproduction will not be published.
- The abstract submission deadline is April 1, 2020. ESVS does not take responsibility for abstracts that are not fully completed and submitted by this deadline date. Please ensure that your submission has been completed and you have received the confirmation e-mail.
- Submissions with an “INCOMPLETE” status cannot be processed.
- Submitters may return to the online system to edit abstracts, revise information, correct typographical errors, tables, graphics, or delete a submission at any time before the submission deadline. After the deadline, the system will be closed and completed abstracts will be sent for review to the Scientific Committee of ESVS 34th Annual Meeting. An author may not revise or resubmit an abstract in order to make changes or corrections after this deadline; adding or removing authors after the submission deadline is not permitted. The abstract may be withdrawn or, if accepted, the error may be indicated during the presentation.

IMPORTANT NOTICE: The authors should try to avoid revealing the name of the country or center submitting the abstract, since the abstracts are evaluated in a blinded fashion. The reviewing committee understands the difficulty this may present in the case of multinational studies, nevertheless, authors are strongly encouraged to not reveal the origin of the work.

5. Review and Acceptance

The scientific committee will review the abstracts according to the relevance to ESVS, objectivity of statements, suitability of methods, conclusions confirmed by objective results, scientific value, originality of work and overall impression. The notification of acceptance or rejection will be sent out on **20 May 2020**.

IMPORTANT NOTICE: Should the presenting author be unable to present the abstract, one of the co-authors can present in his/her place. An email from the presenting author indicating the change is requested and must be received by the ESVS **no later than 15 June 2020.**

6. Registration and expenses

All presenting authors of selected abstracts will need to register for the ESVS 34th Annual Meeting in due time. Please remember that early registration is more economic.

The ESVS will not cover costs incurred in submitting an abstract or poster, or for travel and accommodation costs for presenting authors.

The ESVS is looking forward to receiving your abstract for the 34th Annual Meeting in Krakow!