

Abstract Submission Rules and Guidelines

Abstract submission is free of charge and must be completed online via the ESC Abstract Submission platform. Abstracts sent by email will not be accepted.

Abstracts must be submitted by the event submission deadline. Late submissions will not be accepted.

The ESC currently does not allow abstract submissions exclusively from Institutions in the Russian Federation and/or Belarus.

However collaborative research may be submitted and (if accepted) presented by co-authors from other countries.

General Information

Changes and corrections - Once submitted, it is not possible to make any corrections to the abstract content or information (such as authors list and details, topic, conclusion(s) etc...).

The ESC is not authorised to make changes to a submission. In order to correct your abstract, you must withdraw it and submit a new version prior to the deadline (See below for withdrawal procedure). Note that, such replacement of your abstract is not possible after the deadline. In the case of errors in your abstract discovered after the deadline, you may indicate the correction on your presentation. However, changes will not be included in the publications (if applicable).

If accepted, your abstract will be published as submitted (if applicable).

Withdrawal - If you want to withdraw an abstract already submitted, please notify us as quickly as possible stating the title and number of the abstract to be withdrawn. Withdrawals are still accepted after the submission deadline.

Step 1: Abstract Information

Title - A maximum of 200 characters typed in lower-case letters, except for abbreviations and study names. Please be careful that your title might be truncated if you copy and paste it into the field. Do not include authors, institutions, city names, trademarks, and abbreviations in the title.

Topic - At the time of abstract submission, the submitter must select one single topic to index the abstract.

It is important to carefully select the best matching topic as this choice will determine under

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which area the abstract will be reviewed and graded.

Therefore, submitters should consider all potential options available before selecting the submission topic.

The topic list is organised by main topics and several layers of subtopics to maximise precision. An appropriate choice for the main topic and first subheadings is more important than your choice for the lowest layers of subtopics.

Additional Information for the Oral/Awards Sessions - Note that by default the first author should be the presenter; if not, he/she needs to be able to explain his/her role in the research.

Accepted abstracts will be presented in a poster format during the event.

In addition, a selection of the best posters will be presented orally in a specific session of the scientific programme.

Presenters whose abstract is selected for presentation in an Oral session will receive specific instructions in due time.

The results of the competition for Poster Awards will be announced during the Awards Ceremony.

Each finalist will receive an Award certificate and a complimentary registration for next year's meeting.

We highlight the fact that only the Presenter may have a prize & award certificate addressed to him/her.

On behalf of - You may use this field to enter the name of the affiliation for your research or the name of an investigating team. Do not use this field to list individual authors.

Affiliation/investigating teams will not be listed in the authors' index of the Scientific Programme but will appear in publications (if applicable).

Trial Registration number - If available, indicate any reference to your trial registration.

Project code/Grant number - If any, please use this field to enter the information.

Funding acknowledgements - All sources of financial support (including government grants) for this research must be filed under this heading and not in the abstract text. All grant funding agency abbreviations should be spelt out. This information will be published in the abstract itself.

The submitter is asked to indicate the type of funding source(s) and name it/them, if any. This information may be used in the context of ESC research projects.

Step 2: Abstract Authors and Institutions

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Healthcare Industry Employees

To ensure scientific integrity and independence in all ESC educational and scientific activities, the following rules apply to participation as abstract presenters:

Individuals with main employment in the healthcare industry are not permitted to serve in presenter roles.

All presenters must disclose any financial relationship with industry in accordance with ESC's conflict-of-interest policy.

Compliance with CME standards for independence and transparency is mandatory for all ESC-accredited activities.

Any abstract submission listing healthcare employees only as co-authors will not be accepted.

Your abstract must list at least one author in order to be submitted.

Authors' list - Please note that the first author should be the abstract Presenter by default. Nevertheless, it can be modified at the time of results announcement. In all cases, the Presenter must be part of the authors list included in the submitted abstract and be able to explain his/her role in the research during presentation.

You may enter up to 15 authors in the authors list including the Presenter.

If you have more than 15 authors, you can use the "On behalf of" field (see above) to enter the name of an investigating team/study group.

The names of authors will be published as listed on the submission form. Please make sure you have entered the full list of authors - **Official contributors in the research submitted** - and that the information given for each author is correct, as **no changes** will be possible after the abstract is submitted (see paragraph on changes and corrections above).

The authors' order and details (names, cities, country codes) will be published as entered by the submitter.

An author may not revise or resubmit an abstract in order to make changes or corrections after this deadline; instead, the abstract may be withdrawn or, if accepted, the error may be indicated during the presentation. Adding or removing authors after the abstract submission deadline is not permitted.

The submitter certifies and warrants to the ESC that the list of authors is complete and that he/she has permission from all persons he/she enters as co-authors to be listed in this abstract and that they are aware that their names will appear in all publications.

If the assigned presenter does not submit the abstract presentation in its required format by the deadline – the abstract will be automatically withdrawn and removed from the scientific programme and related publications.

Institutions - This is a mandatory step. All participating institutions should be listed as

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applicable.

You will be requested to select your institution when you create the presenter and the authors.

Step 3: Abstract Content

All abstracts must be submitted (and will be presented) in English using UK English spelling with accurate grammar and spelling suitable for publication. If in doubt, please arrange for the review of your abstract by a native English speaker, by a university scientific publications office (or other similar facility) prior to submission.

Submitted abstracts must contain original material neither published nor presented elsewhere. Please refer to embargo policy below.

Abstracts that indicate "the work is in progress" or "the results will be announced / discussed in the presentation" cannot be accepted as the reviewing committee needs full information to grade the submission and therefore will not be validated for the selection process.

Abstract submitted on animal studies: Study must follow the "Principles of laboratory animal care" (NIH Publication no. 85-23 revised 1985) and according to the national law if applicable. Do not cut and paste symbols into your text. Use the symbols provided when you click on the Omega button (Ω).

We recommend you structure your abstract using the following headings:

- Background/Introduction
- Purpose
- Methods
- Results
- Conclusion(s)

There is not a specific maximum of words, but rather a maximum total size of the abstracts (shown as 100 %), including the text with spaces. The maximum abstract size is 35 lines (3 000 characters).

The character limit does not include the title and the authors. Only the abstract text and spaces are taken into account.

Abstract picture(s) -

In addition to your text, you can add **up to 2 pictures**.

Should you wish to insert a table in your submission, you need to upload it as a picture.

Your picture file(s) must meet the following criteria:

Format: JPEG

Size: less than 2 MB

Measures no larger than 1920 pixels(x) x 1080 pixels(y)

The title field for each picture is optional.

Please make sure that your picture(s) is(are) correctly uploaded and readable. It is the responsibility of the submitter to ensure the quality of the attachment(s) is suitable for publications - if not, picture(s) of insufficient quality may be deleted.

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Important: As the grading and selection process is blinded, the title and body text must not contain identifying features, i.e. information such as:

- Names (authors or others)
- Names of the institutes (hospitals, medical schools, clinics...)
- Cities

Also not authorised

- Trademarks. The use of commercial drug names, brands and registered trademarks is strictly prohibited. Instead, use generic drug names. Drugs should be referred to by their active substances or pharmacological designations.
- Company names and locations
- Websites and email addresses

Failure to comply with the above requirements will/may lead to automatic rejection of the submission, or this information may be deleted by the abstract services, and/or some rephrasing may occur.

Furthermore, the Abstract Reviewing Committee (graders) is required to identify abstracts pertaining to commercial promotion of a proprietary product, to notify the selection committee.

Do not include grant acknowledgements in the abstract content. Use the appropriate field (see funding acknowledgement section above).

References/Citations - You may use this field to enter references and/or citations you need to insert in your submission. Do not list references/citations in the body text.

Keywords - Do not enter keywords in your submission, as you will enter these at the time of the upload of the presentation.

Limit use of acronyms and abbreviations. Define at first use with acronym or abbreviation in parentheses. Place abbreviations in parentheses after the full word the first time it appears. Abbreviations increase the difficulty of reading and evaluating abstracts, which will be considered in the review process. Only commonly used abbreviations should appear in the title of the abstract.

Do not include copyright or trademark symbols.

Please note that any medical research involving human subjects must conform to the principles of the Declaration of Helsinki of the World Medical Association. If any human experimentation is undertaken, the presenting author must be able to provide copies of informed consents signed by human participants. We remind you that patient's photo should be avoided, and the patient must never be identifiable in your submission/presentation.

Step 4: Abstract Preview and Submission

Proofread abstracts carefully to avoid errors before submission, check spelling and

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grammar. The abstract will be reviewed and published (if accepted) as it has been submitted – No Exceptions!

Do not forget to click on the 'submit' button to validate your abstract submission. After having submitted your abstract, you will receive an immediate automatic confirmation by email (please make sure to state your correct email address!). If you do not receive this confirmation, please contact us at workinggroups@escardio.org

There is no limit to the number of abstracts an author/individual may submit, but the same research cannot be submitted twice/in separate abstracts, even under a different topic/category or with a different title. If you submit two abstracts with the same content, the Abstract Submission Services will automatically keep the most recent abstract submitted and withdraw the other. Note that duplicate abstracts will not be deleted.

Abstract grading/results - All abstracts will be blinded for review by 5 to 10 members of the Abstract Reviewing Committee (graders). Each grader is selected by the Organising Committee to review abstracts in the topics that best fits their expertise.

Our intent is to be most inclusive of the quality science received without compromising scientific integrity.

NB - The Abstract Reviewing Committee (graders) is required to identify abstracts pertaining to commercial promotion of a proprietary product, to notify the selection committee.

Abstracts submitted for consideration must be an original idea, concept, or an improvement or revision of a previous idea. Submissions are peer-reviewed for scientific content, logical presentation, and current interest of the topic to the scientific community.

The final selection will be made by the Organising Committee that will determine the format and schedule of presentation for each abstract. No rescheduling or changes will be possible.

Accepted abstracts will be scheduled either as Oral presentations or Poster presentations. Presentation and Interaction on the research will be conducted in English. Presenters are expected to speak / write good English.

All abstract submitters will be notified about the outcome (accepted or not accepted) of the review and selection process. Please ensure that the email provided is accurate as all correspondences will be sent via email.

If the abstract is accepted, further instructions will be provided at the time of the results announcement.

Presentation policy -

Submission of an abstract constitutes a formal commitment by the author(s) to present the work in-person, if accepted. Failure to register for the Meeting by the set deadline will lead

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to the withdrawal of the abstract from the scientific programme and all publications (if applicable).

The same presenter cannot be assigned to more than 3 abstracts - co-authors should then be assigned as presenters.

All expenses (registration, travel, hotel....) associated with the submission and presentation of an abstract, are under the responsibility of the presenter.

Publication of abstracts -

All presented abstracts will be published online on the ESC 365 event page.

Embargo - Accepted abstracts are under embargo until one week before the meeting.

Submitted abstracts should not be published in any other journals and/or online publications or presented at any international congresses.

Breaking of the Embargo Policy by a presenter or co-author will lead to the Withdrawal of the abstract/presentation from the Scientific Programme and retraction from all ESC publications.

For more information about the ESC Media and Embargo Policy, please consult the full version online - <https://www.escardio.org/The-ESC/Press-Office/ESC-Media-and-Embargo-Policy>

Affirmation of originality and copyright transfer statement

By submitting your work to the ESC

- You consent to have authors' names, affiliation and biographical material used in connection with the publication of your work.

- Author(s) represents and warrants to the ESC that he/she/they is/are sole author(s) of the work, that all authors have participated in and agree with the content and conclusions of the work, and that the work is original and does not infringe upon any copyright, proprietary, or personal right of any third party.

The submitter hereby affirms that the work submitted is original, except for extracts from copyrighted works fully authorised by the copyright holders, and that all statements declared as facts are based on thorough examination and investigation for accurateness.

- Submitted abstracts should not have been published in any other journals and/or online publications nor presented at any previous international congress. However, former presentation at national meetings and/or non-cardiovascular specialists' meetings does not disqualify.

A submitter, presenter or co-author submitting or presenting published work will lead to the withdrawal of the abstract/presentation from the Scientific Programme.

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- Submitted abstracts must report new information not previously published or presented at a national or international scientific meeting prior to the Meeting. Note that abstracts previously presented at meetings will not be accepted unless there is a substantial update of data.

The content belongs to the author(s). However, if the abstract is accepted the submitter agrees, on behalf of all co-authors, to transfer and assign to the ESC free of charge, on a non-exclusive basis, for twenty years from the present submission the rights to edit, publish, reproduce, reformat, distribute in whole or in part the abstract and prepare all type of derivative works such as press releases and/or educational products, using all communication tools and means, now known or hereinafter developed, including any and all digital means and any and all supports or forms of media, now known or hereinafter developed, in particular all paper, analog, digital, numerical and electronic media, including Internet, Intranet and Extranet sites and social media. This includes use in indexes or search databases in print, electronic, or other media.

The authors retain the right, after presentation, to subsequently include the work in articles, books, or derivative works that he/she authors or edits, provided said use does not imply the endorsement of the ESC.

The submitter signs for all co-authors. He/she accepts responsibility for the present rules for submission and presentation on behalf of all co-authors.

Disclosure Policy/Conflict(s) of interest -

The Organising Committee requests all presenters to disclose their potential conflict(s) of interest at the time of acceptance of presentation.

It is also the responsibility of the presenter to disclose any potential conflict(s) of interest from co-authors pertaining to the presentation on the presentation itself (as may be required).

This will allow the audience to take potential conflicts of interest into account when assessing the objectivity of the presentation.

A potential conflict of interest may arise from various relationships, past or present, such as employment, consultancy, investments and stock ownership, funding for research, family relationship, etc.

All related potential conflicts of interest must be stated.

This pertains to relationships with pharmaceutical companies, biomedical device manufacturers, or other corporations whose products or services are related to the subject matter of the article. Such relationships include, but are not limited to, employment by an industrial concern, ownership of stock, membership on a standing advisory council or committee, being on the board of directors, or being publicly associated with the company or its products. Other areas of real or perceived conflict of interest could include receiving

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honoraria or consulting fees or receiving grants or funds from such corporations or individuals representing such corporations.

Data privacy - By certifying that you have read these Submission rules, you also confirm having received prior approval from the co-authors to provide their data to the ESC. The information collected in this CALL FOR ABSTRACTS is subject to data processing to proceed with the elaboration of the Scientific programme. It is a statutory requirement to list the authors who have contributed to the research submitted. Authors not listed in the submission will not be acknowledged in the abstract if accepted for publication and presentation at the Meeting and in the promotion of the abstract. The recipients of the data are ESC Staff who process the submissions and the ESC Committees and volunteers involved in the scientific programme. Data collected will be kept for 20 years. Transfer of personal data to ESC Staff, contractors as well as other ESC related scientific organisations occurs for production, promotion and dissemination of the Meeting Content. In accordance with the chapter 3 of the European Regulation 2016/679 with regards to data protection, you have the right to request from ESC, access to and rectification or erasure of your personal data or restriction of processing concerning your data or to object to processing as well as the right to data portability. This is done thru withdrawal of the abstract according to the terms and conditions of withdrawal.

For data privacy concerns, please contact (kindly note that a proof of identity will be required during the process through a secured link) -

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Or by email to dataprivacy@escardio.org

You have the right to lodge a complaint with a supervisory authority, and for information, ESC has appointed a Data Protection Officer that you can reach at dpo@escardio.org

Applicable law - All the rules pertaining to the present submission rules are governed by, and construed in accordance with, the laws of France without regard to any conflicts of laws principles thereof that would require the application of the law of any other jurisdiction. Any disputes arising in relation hereto shall be submitted to the exclusive jurisdiction of the French Tribunal Judiciaire located in Grasse, France.

The ESC reserves the right to make changes to the Abstract submission rules based on the Covid-19 situation and convention centre restrictions/protocols/requirements; and/or in

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case of exceptional/Force Majeure events (defined as unforeseeable and irresistible events beyond control of the ESC, such as *natural disasters*, war, civil unrest, coup d'Etat....).
Any update or change will be posted on the ESC website.

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