



14th Annual ENETS Conference, 8-10 March 2017

Barcelona, Spain

ABSTRACT SUBMISSION GUIDELINES

Key Dates:

Abstract Submission Website Opens: 01 September 2016

Abstract Submission Deadline: 1 December 2017 by 23:59 hrs CET

Abstract Notifications: Sent to the First Author

Conference: 8-10 March 2016

No e-mail or post submissions to the ENETS Office. **Abstracts must be submitted online using the official 14th Annual ENETS Conference Abstract online application tool.**

1. Call for Abstracts

Summaries of new, ongoing, and updated research in the area of Neuroendocrine Tumours, categories to include Basic Science and Clinical Research are acceptable for submission and presentation.

- **Regular Abstract:** All phases of clinical trials (e.g. phase I-III, supportive care, nonpharmacologic interventions) in NET are eligible for submission.
- **Abstracts submitted are eligible for all types of presentation** (poster or oral) at the 14th Annual ENETS Conference and via the online publication.
- **Case Abstracts:** The committee welcomes case reports or case series. However, case reports have to reflect genuine novelty or innovation in clinical practice.

2. Submission Categories

Authors must select one topic category that best fits the subject of their abstract.

- Basic Science - Genetics, epigenetics, miRNAs
- Basic Science - In vitro models, tumor growth, CTCs
- Basic Science - mTOR and other pathways, signalling, receptors Biomarkers
- Clinical cases/reports
- Epidemiology/Natural history/Prognosis - Descriptive epidemiology Epidemiology/Natural history/Prognosis - Prognosis
- Epidemiology/Natural history/Prognosis - Registries, nationwide and regional surveys Imaging (radiology, nuclear medicine, endoscopy)
- Medical treatment - Chemotherapy Medical treatment - Others
- Medical treatment - SMS analogues, interferon Medical treatment - Targeted therapies
- Non digestive NETs (bronchial, MTC, pheochromocytoma) Pathology, grading, staging
- PRRT-Ablative therapies- Endoscopic treatment Surgical treatment
- Surgical treatment

3. Submission Policies and Criteria

- **First Author Disclosure:** Author disclosure must be declared at the time of abstract submission. If the first author is employed by a pharmaceutical company, as defined by the EACCME-UEMS, an alternate presenter, who does not have a relevant employment relationship must be named if the abstract is selected for presentation in an oral abstract session.
- **The first, last, and corresponding authors are required to** answer additional questions specific to their abstract.

- **Abstract Withdrawal Deadline:** If a first author chooses to withdraw his or her abstract for any reason, a request must be submitted by Friday, 18 November 2016 to abstract@enets.org. Any abstract withdrawal request received after this date will be considered on a case-by-case basis and cannot be assured removal from the 14th Annual ENETS Conference Abstract Booklet and publication in Neuroendocrinology.
- **Confidentiality Policy:** Submitted abstracts are considered both confidential embargoed during the time of submission until the time of public release by ENETS.

4. Responsibilities of the First Author

- Abstract submission implies that the primary **author has the consent** of all authors and has obtained necessary institutional clearances.
- **Verify that all coauthors** are aware of the contents of the abstract and support its data.
- Agree, on behalf of all authors, **to transfer copyright to ENETS.**
- **Agree to present the abstract** if it is selected for presentation at the Conference. This includes being present during the scheduled time of a poster session.
- Agree that the **same contact information and email address will be used for each abstract** if submitting more than one abstract.
- **Identify the corresponding author.** If you would like someone other than the first author to be contacted with any questions by the Abstract Reviewing Committee, please designate within the abstract submitter. All other correspondence will be with the first author.

5. Important Instructions for Abstract Submission

Please read the following instructions carefully before clicking on the links to begin an abstract submission. Abstracts that do not comply with these instructions will not be reviewed.

- **All submissions must be made electronically.** No hard copies will be accepted.
- Complete and submit **all required fields** in the online form.
- **First Author (Presenting Author):** The name, institution, telephone number, and email address of the first author is required. The first author (presenting author) will receive all future correspondence from ENETS.
- **Coauthor(s):** The name, institution, and email address of each coauthor. Academic degrees of coauthors are not needed.
- **Author disclosure** must be declared at the time of abstract submission.
- Abstracts will not be accepted after the deadline.

6. Abstract Format and Content

- All **mandatory fields must be filled out.**
- **No tables** (spread sheets) accepted.
- Abstracts must **not exceed 1500 characters.** The system will inform you, if you exceed the word limit (1500 characters).
- Describe the objectives and **results of the research in the abstract so that the Abstract Reviewing Committee can evaluate** the quality and completeness of the abstract.
- Please **proofread for English** and content errors.
- Organize the abstract according to four sections, identified by the following headers: **Background, Methods, Results, and Conclusions.**
- **Individuals may serve as first author** of more than one abstract.
- **List no more than 12 individual** authors for each abstract.

7. Presentation Types

- **Oral abstract, poster and presidential presentations** will range from 2 to 10 minutes in length for abstracts integrated in general sessions or placed in dedicated oral abstract sessions. Presenting authors should use slides to accompany their presentation. The selection of abstracts for the presidential sessions will be at the discretion of the organizing committee.
- **Poster Sessions:** Selected abstracts will be presented in poster sessions that are up for three days (8-

10 March 2017) of the Conference. **First authors should be available throughout the poster session as well as during the poster walks to answer questions from the abstract reviewing committee** regarding the information presented. Should a first author be unable to be present then a co-author should be asked to take over.

8. Correspondence

Each first author/presenting author will receive an email acknowledging receipt of the abstract after initiating a submission and after completing a submission. The first author/presenting author will receive a letter of notification from the Abstract Reviewing Committee regarding its decision in early January 2017.

- **Acceptance of your abstract remains pending until you have received approval** by the ENETS Abstract and Poster Reviewing Committee in written form.
- If your **Abstract is approved, then you can send your Poster to Barcelona** (please note the ENETS Poster Guidelines here) and the Abstract will be published after the conference in "Neuroendocrinology Journal".

9. Abstract Writing Guidelines

- **Abstract Title:** Use capital and lower case letters. Example: Role of Interleukins in Hypothalamic.
- **Authors Names:** First initial(s) precedes last name. Example: J.H. Smith, K. Gates.
- **Institute:** Name, location, country (no postal codes). Example: Department of Psychology, University of North Carolina, Chapel Hill, N.C., USA; Department of Chemistry, UCLA, Los Angeles, Ca., USA.
- **Abstract Text:** Abstract should be no more than 1500 characters. The online submission system will prohibit words in excess of the limit.
- **Footnotes:** Footnotes and references should be avoided. When needed, 'Supported by...' text should be at the end of the abstract on a new line.
- **Use of Keywords in Abstract Text:** Use lower case letters in all cases, words separated by a comma. Example: neuroendocrine, cell, research.