17ᵗʰ Annual ENETS Conference

11 - 13 March 2020 | Barcelona | Spain

ABSTRACT SUBMISSION GUIDELINES

Key Dates:

Abstract Submission begins 1 September 2019
Abstract Submission ends   2 December 2019 (23:59:00hr CET)
Abstract Notifications: To be sent to the presenting author by mid-January 2020

Abstracts must be submitted online using the official 17ᵗʰ Annual ENETS Conference abstract online application tool. The ENETS office will not accept any submissions via e-mail or mail.

1. Call for Abstracts

Summaries of new, ongoing, and updated research in the area of neuroendocrine tumors are acceptable for submission and presentation. Categories include basic science, clinical research, case reports and trials-in-progress/trials-in-concept.

Basic science and clinical abstracts are eligible for all types of presentations (poster and/or oral) at the 17ᵗʰ Annual ENETS Conference as well as online publication in MY ENETS and in the supplement of "Neuroendocrinology", ENETS' official journal.

Case abstracts and trials-in-progress/trials-in-concept: The Abstract Reviewing Committee welcomes case reports or case series, which reflect genuine novelty or innovation in clinical practice, as well as trials-in-progress/trials-in-concept. **Case reports and trials-in-progress/trials-in-concept will, however, only be suitable for poster presentation (on-site and online via MYENETS after the conference)**. Furthermore, case reports and trials-in-progress/trials-in-concept will not be eligible for any prizes.

Encore abstracts: ENETS accepts abstracts that have already been presented before if there has been an update or new results in the meantime.

2.   Submission Categories

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

1. BASIC SCIENCE*

- Basic Science - Genetics, Epigenetics, miRNAs, Omics
- Basic Science – In-vitro Models, Tumor Growth, CTCs
- Basic Science - Signalling Pathways, Receptors, Biomarkers

The basic science categories can apply to both events: the 1st World NET Forum and the 17th Annual ENETS Conference.

2. CLINICAL

- Biomarkers
- Endocrine Malignancies (MTC, Pheochromocytoma) - Diagnosis and Therapy
- Epidemiology/Natural History/Prognosis - Registries, Nationwide and Regional Surveys
- Imaging and Interventions (Radiology, Endoscopy)
- Medical Treatment - Chemotherapy Somatostatin Analogues, Interferon
- Medical Treatment - Others, Not Specified
- Medical Treatment - Targeted Therapies
- Non-digestive NETs (Bronchial, Thymic, Others) - Diagnosis and Therapy
- Nuclear Medicine - Imaging and Therapy (PRRT)
- Pathology - Grading, Staging
- Surgical Treatment and Ablative Therapies

3. CASE REPORTS

4. TRIALS-IN-PROGRESS / TRIALS-IN-CONCEPT

3.   Submission Policies and Criteria

First Author Disclosure:
Author disclosure must be declared at the time of the abstract submission.

If the first author is employed by a pharmaceutical company, as defined by the UEMS-EACCME[1], and if the abstract is selected for presentation in an oral abstract session, an **alternate presenter**, who does not have a relevant employment relationship, must be named as a presenter.

The first, last, and corresponding authors are required to answer additional questions specific to their abstract.

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[1] https://www.uems.eu/__data/assets/pdf_file/0016/40156/EACCME-2-0-CRITERIA-FOR-THE-ACCREDITATION-OF-LEE-Version-6-07-09-16.pdf (Page 14, part VI, number 20)

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Abstract Withdrawal Deadline:

If a first author chooses to withdraw his or her abstract for any reason, a request must be submitted to info@enets.org by **Tuesday, 21 January 2020**. Any abstract withdrawal request received after this date will be considered on a case-by-case basis. However, we cannot guarantee that the publication is removed from the respective "Neuroendocrinology" supplement.

Confidentiality Policy:

Submitted abstracts are considered both confidential and embargoed during the time of submission until they are publicly released by ENETS.

4. Responsibilities of the First Author

- When the abstract is submitted, the first author must confirm that they have obtained the consent of all other authors or has obtained the necessary institutional clearances.
- **Verify that all co-authors** 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 or oral session.
- Agree that the **same contact information and e-mail 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 from the Abstract Reviewing Committee, please designate a corresponding author within the abstract submitters. All other correspondence will be directed to 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.** Hard copies will not be accepted.
- Complete and submit **all required fields** in the online form.
- **Presenting author:** The name, institution, telephone number, and e-mail address of the first author are required. The presenting author will receive all future correspondence from ENETS.
- **Co-author(s):** The name, institution, and e-mail address of each co-author. Academic degrees of co-authors are not needed.
- Author disclosure must be declared at the time of the abstract submission.
- Abstract submissions will not be accepted after the deadline.

ENETS Abstract Guidelines

6.   Abstract Format and Content

- All mandatory fields must be filled out.
- No tables (spreadsheets) will be accepted.
- Abstracts must not exceed 1,750 characters (including spaces). The system will inform you if you exceed the word limit.
- 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 project.
- Please **proofread** for English and content errors.
- Structure the abstract in five sections with the following headers:
  Introduction/Background, Aims, Material and Methods, Results, and Conclusions.
- Individuals may be the 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. Any abstracts in the presidential sessions will be invited at the discretion of the Abstract Reviewing Committee. However, **if an oral presentation is accepted, authors will not be eligible for poster prizes.**
- **Poster sessions:** Selected abstracts will be presented in poster sessions at the conference. In addition, poster walks presenting selected posters will take place during the poster sessions. **First authors should make themselves 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 on-site, then a co-author should be asked to take over.

8.   Correspondence

- Each first author/presenting author will receive an **e-mail 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 by **mid-January 2020**.
- Once submitted, **an abstract remains pending and has not been accepted until the author has received approval** by the ENETS Abstract and Poster Reviewing Committee in written form.
- **All approved** abstracts (exceptions are case reports and trials-in-progress/trials-in-concept) will be made available online in MY ENETS as well in the Supplement of the ENETS' official journal, "Neuroendocrinology".

9.   Abstract Writing Guidelines

- **Abstract title:** Use capital and lowercase 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 not exceed **1,750 characters incl. spaces**. The online submission system does not allow text, which exceeds this limit.
- **Footnotes:** Footnotes and references should be avoided. If applicable, 'Supported by ...' text should be at the end of the abstract on a new line.
- **Use of keywords in abstract text:** Use lowercase letters in all cases, words to be separated by a comma. Example: neuroendocrine, cell, research.

10. Industry-supported Abstracts

- All authors submitting an abstract will be asked during the online submission if their abstract is industry sponsored **(CHECKBOX Yes/No)**
- **Industry-supported abstracts** will still be eligible for submission but no promotional or advertising material or company logos should be identifiable on the poster or presentations.
- The author of an industry-sponsored abstract shall take note that the sponsoring 'company name' as well as sponsor logos will be omitted and replaced with 'industry-sponsored'. This applies to publication(s), both online and in the abstract booklet, as well as posters/e-posters that are presented during the conference and uploaded into the poster gallery after the conference. ENETS is required to do this in order to comply with UEMS-EACCME regulations and not jeopardise CME accreditation.
- If the first author/presenting author is employed by a pharmaceutical company, as defined by the UEMS-EACCME[2], and if the abstract is selected for presentation in an oral abstract session, an alternate presenter, who does not have a relevant employment relationship, must be named as presenter.

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