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**20<sup>th</sup> Annual ENETS Conference  
for the Diagnosis and Treatment of Neuroendocrine Tumor Disease  
22 – 24 March 2023  
ABSTRACT SUBMISSION GUIDELINES**

**Key Dates:**

Abstract Submission begins: 15 September 2022  
Abstract Submission ends: 22 November 2022 (23:59:00hr CET)  
Abstract Notifications: To be sent to the presenting author by end of January 2023

**Abstracts must be submitted online using the official online abstract 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, trials-in-progress/trial concepts, and nursing and allied topics.

**All abstract submission categories except for case reports and trials-in-progress/trial concepts are eligible to be selected for oral abstract and poster presentations** at the Annual ENETS Conference as well as online publication on the ENETS website.

**Case Reports and Trials-in-Progress/Trial Concepts:** 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/Trial Concepts. **Case reports and Trials-in-Progress/Trial Concepts will be suitable for presentation in our poster carousel online during the conference and on the ENETS website, but they will not be eligible for any prizes.**

All accepted abstracts will be published as submitted. All accepted abstracts **except Case Reports and Trials-in-Progress/Trial Concepts** will also appear in a **supplement of ENETS' official journal, The Journal of Neuroendocrinology.**

**2. Encore Abstracts**

Encore abstracts are short scientific summaries that have already been published or presented elsewhere as posters or scientific articles. This doesn't include abstracts presented at national/regional meetings.

**ENETS encore abstract policy**

Encore abstracts are only accepted by the ENETS abstract reviewing committee if they contain new results.

Encore abstracts can be submitted for all abstract categories; however, they must be visibly recognised as such for the congress.

**ENETS abstracts as ENCORES for other conferences**

- Any abstract accepted by ENETS for the ENETS conference (and subsequently published (citable) in the Journal of Neuroendocrinology supplement) may not be submitted to another international conference.
- Any abstract accepted by ENETS for the ENETS conference may be submitted to another national or regional meeting provided that there will be no citation or DOI<sup>1</sup> number.

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<sup>1</sup> A DOI, or Digital Object Identifier, is a string of numbers, letters and symbols used to uniquely identify an article or document, and to provide it with a permanent web address (URL). A DOI will help your reader easily locate a document from your citation. Think of it like a

### 3. 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

#### 2. CLINICAL SCIENCE<sup>2</sup>

- Epidemiology / Natural history / Prognosis – Registries, nationwide and regional surveys
- Pathology – Grading, staging
- Biomarkers – Clinical applications
- Imaging and interventions (radiology, endoscopy, embolisation)
- Nuclear medicine – Imaging and therapy (PRRT)
- Medical treatment – All types of systemic anti-cancer therapies (SACT)
- Surgical topics
- Other rare NENs to include non-digestive and non-thoracic e.g. Pheos/PGL and MTC

#### 3. CASE REPORTS

#### 4. TRIALS-IN-PROGRESS / TRIAL CONCEPTS

#### 5. NURSING AND ALLIED TOPICS

- Nursing and allied topics – Nursing
- Nursing and allied topics – Dietetics
- Nursing and allied topics – Psycho-social topics

### 4. 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<sup>3</sup>, 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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Social Security number for the article you're citing — it will always refer to that article, and only that one. While a web address (URL) might change, the DOI will never change.

#### Where can I find a DOI?

In most scholarly journal articles, the DOI will be printed with the article itself, usually on the first page somewhere: below the title or in the header or footer. If the DOI isn't included in the article, look it up on the website [CrossRef.org](https://crossref.org) (use the "Search Metadata" option) to check for an assigned DOI. For more information: <https://ask.library.uic.edu/faq/345899>

<sup>2</sup> Abstracts pertaining to "clinical trials" subcategories "nuclear medicine - imaging and therapy (PRRT)", "medical treatment - all types of systemic anti-cancer therapies (SACT)" and "surgical topics": when submitting a clinical abstract in these sub-categories, the submitter should also provide additional information pertaining to whether the abstract data is connected to a completed clinical trial. This upfront information will support the reviewing process and identifying/ selecting abstracts for abstract oral and poster presentation.

<sup>3</sup> [https://eaccme.uems.eu/img/user/files/UEMS2016\\_20%20-%20EACCME%20%20%20CRITERIA%20FOR%20THE%20ACCREDITATION%20OF%20LEE.pdf](https://eaccme.uems.eu/img/user/files/UEMS2016_20%20-%20EACCME%20%20%20CRITERIA%20FOR%20THE%20ACCREDITATION%20OF%20LEE.pdf) (Page 15, part VI, number 20)

**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](mailto:info@enets.org) by **Friday, 20 January 2023**. Any abstract withdrawal request received after this date will be considered on a case-by-case basis.

**Confidentiality Policy**

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

**5. 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 oral presentation at the 20<sup>th</sup> Annual ENETS Conference.
- 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.

**6. 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 (limited to max. 12 co-authors per abstract).
- Author disclosure must be declared at the time of the abstract submission.
- Abstract submissions will not be accepted after the deadline.

**7. 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** language (English) and ensure there are no 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.

**8. Presentation Types**

- **Oral abstract or 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.**
- **Please look to apply for one of the ENETS Travel Grants** in the event that you are selected for oral abstract presentation and your institution cannot cover the costs to attend the event. Oral presentations may be given remotely or on-site.

**9. Correspondence**

- Each first author/presenting author will receive a **confirmation e-mail** 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 **end of January 2023.**
- 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 will be made available online on the ENETS website.

**10. Abstract Writing Guidelines**

- **Abstract title:** Use capital and lowercase letters. Example: Role of interleukins in hypothalamic neuroinflammation
- **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 any text exceeding 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.

**11. 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<sup>4</sup>, 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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<sup>4</sup> [https://eaccme.uems.eu/img/user/files/UEMS2016\\_20%20-%20EACCME%20%200%20CRITERIA%20FOR%20THE%20ACCREDITATION%20OF%20LEE.pdf](https://eaccme.uems.eu/img/user/files/UEMS2016_20%20-%20EACCME%20%200%20CRITERIA%20FOR%20THE%20ACCREDITATION%20OF%20LEE.pdf) (Page 15, part VI, number 20)