



22<sup>nd</sup> Annual ENETS Conference for the Diagnosis and Treatment of Neuroendocrine Tumor Disease  
5 – 7 March 2025

## Abstract Guidelines

### Key dates:

- **Abstract submission:** 16 September – 14 November 2024 (23:59:00 CET)
- **Late-breaking abstract deadline:** 16 December 2024
- **Abstract withdrawal deadline:** 6 January 2025
- **Abstract editing deadline:** 6 January 2025  
(Final data must be submitted to the ENETS Office via [info@enets.org](mailto:info@enets.org))
- **Abstract notifications** will be sent to the presenting author by mid-January 2025.

All abstracts must be submitted online using the official online tool. ENETS will not accept any submissions via e-mail or post.

### Call for abstracts

We welcome summaries of new, ongoing, and updated research in neuroendocrine tumours for submission and presentation. Categories include basic science, clinical research, case reports, trials-in-progress/trial concepts, and nursing and allied health topics.

Abstracts from all categories, except case reports and trials-in-progress/trial concepts, are eligible to be selected for oral abstract and poster presentations at the Annual ENETS Conference and for online publication on the ENETS website.

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

### Submission categories

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

- Basic Science
- Clinical science<sup>1</sup>
  - Epidemiology including registries
  - Clinical pathology
  - Clinical biomarkers

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<sup>1</sup> For abstracts related to "clinical trials" within the subcategories "imaging & nuclear medicine: diagnosis and therapeutic", "medical treatment" and "surgical topics", please include additional information indicating whether the data is derived from a completed clinical trial. Providing this upfront information will assist in the review process and help in the selection of abstracts for abstract oral and poster presentations.

- Imaging & nuclear medicine: diagnosis and therapeutic
- Medical treatment
- Surgical topics
- Other non GEP NET/Lung NET tumours
- Case reports
- Trials-in-progress / Trial Concepts
- Nursing and allied health topics.

### Special note on case reports and trials-in-progress/trial concepts

The Abstract Reviewing Committee welcomes case reports or series that demonstrate genuine novelty or innovation in clinical practice, as well as trials-in-progress/trial concepts. These submissions will be accepted for the poster exhibition (onsite and online) during the conference and on the ENETS website, but they are not eligible for any prizes.

### Encore abstracts

An encore abstract is one that has already been published or presented elsewhere, whether as a poster or a scientific article. Encore abstracts that do not include additional new data are not accepted; therefore, ENETS will not accept abstracts that are identical to those already submitted or presented at other international scientific meetings. This restriction does not apply to abstracts from smaller regional or national meetings. Please note that conferences organised by NANETS, ESMO, ASCO, and similar bodies are considered international conferences.

### ENETS encore abstract policy

**The ENETS Abstract Reviewing Committee will only accept encore abstracts if they contain new results.** While encore abstracts can be submitted in any category, they must be clearly identified as such for the conference.

### ENETS abstracts as encores for other conferences

- Abstracts accepted by ENETS for the ENETS conference, and subsequently published (and citable) in the *Journal of Neuroendocrinology* supplement, **may not** be submitted to other international conferences.
- Abstracts accepted by ENETS for the ENETS conference **may be** submitted to national or regional meetings, provided they are not cited or assigned a DOI<sup>2</sup> number.

If you have questions regarding the ENETS encore abstract policy, please contact [info@enets.org](mailto:info@enets.org).

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<sup>2</sup> A DOI, or Digital Object Identifier, is a unique string of numbers, letters and symbols assigned to an article or document, providing it with a permanent web address (URL). A DOI will help your reader easily locate a document from your citation. It functions much like a Social Security number for the document, ensuring a reliable reference that will always direct readers to that specific article. Unlike web addresses (URLs), which may change over time, a DOI remains constant and unchanging, ensuring consistent and permanent access to the document.

#### Where can I find a DOI?

In most scholarly journal articles, the DOI is typically displayed on the first page of the articles, often located below the title or in the header or footer. If the DOI is not included in the article itself, you can search for it on the [CrossRef.org](https://crossref.org) website using the "Search Metadata" option. For further assistance you can refer to this UIC Library FAQ: <https://ask.library.uic.edu/faq/345899>

## Late-breaking abstracts

ENETS welcomes late-breaking abstracts that present practice-changing clinical trials. To facilitate a smooth submission process, please adhere to the following steps:

- Submit your abstract with interim results by the submission deadline of 14 November 2024.
- Email your abstract confirmation (with abstract number) to the ENETS Office ([info@enets.org](mailto:info@enets.org)) and confirm your submission is a late-breaking abstract.
- Send the final results or data to the ENETS Office by 16 December 2024.

The Abstract Reviewing Committee will evaluate the abstract based on interim data. After receiving the final results or data, the Committee will decide whether the abstract qualifies for poster or oral presentation. Please note that ENETS cannot guarantee outcomes of these decisions in advance.

## Submission policies and criteria

### First author disclosure

Disclosure of the first author's employment status must be made at the time of abstract submission. If the first author is employed by a pharmaceutical company (as defined by the UEMS-EACCME<sup>3</sup>) and the abstract is selected for an oral presentation, an **alternative presenter** without such an employment relationship must be named.

The first author, along with the last and corresponding authors, is required to answer additional questions specific to their abstract.

### Abstract withdrawal

To withdraw an abstract, the first author must submit a request to [info@enets.org](mailto:info@enets.org) by Monday, 6 January 2025. Withdrawal requests after this date will be reviewed on a case-by-case basis.

### Confidentiality policy

Submitted abstracts are confidential and embargoed until publicly released by ENETS.

## Responsibilities of the first author

- Confirm consent from all authors and necessary institutional clearances.
- **Ensure all co-authors** are aware of and support the abstract's content.
- Agree to transfer copyright to ENETS on behalf of all authors.
- **Commit to presenting the abstract** if selected for oral presentation at the 22<sup>nd</sup> Annual ENETS Conference or appoint an alternative presenter if necessary.
- Maintain consistent contact information for each abstract submission.
- **Identify the corresponding author.** If you would like someone other than the first author to receive and respond to any queries from the Abstract Reviewing Committee, please designate a corresponding author at the time of abstract submission. All other correspondence will be directed to the first author.

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<sup>3</sup> [Current UEMS guidelines](#) (Page 15, part VII, number 16)

## Important instructions for abstract submission

Please read the following instructions carefully before beginning your abstract submission. Abstracts that do not adhere to these guidelines will not be reviewed.

- **All submissions must be made electronically.**
- **Ensure all mandatory fields are completed.**
- **Presenting author:** Provide the name, institution, telephone number, and e-mail address of the first author. The presenting author will receive all future correspondence from ENETS.
- **Co-author(s):** Include the name, institution, and e-mail address of each co-author. Academic degrees are not required. Each abstract may have a maximum of 12 co-authors.
- **Author disclosure:** Must be declared at the time of abstract submission.
- **Submission deadline:** Abstracts will not be accepted after the deadline.

### Abstract format and content

- **Mandatory fields:** All required fields must be completed.
- **Tables:** No tables or spreadsheets will be accepted.
- **Character Limit:** Abstracts must not exceed 1,750 characters (including spaces and excluding the headings provided in the online submission form). The system will alert you if you exceed the limit.
- **Content description:** Clearly 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.
- **Proofreading:** Ensure that the abstract is free of language errors and content mistakes.
- **Structure:** Organise the abstract into five sections with the following headings: Introduction/Background, Aims, Material and Methods, Results, and Conclusions.
- **Authors:** An individual may be the first author of more than one abstract. List no more than 12 individual authors per abstract.

### Presentation types

- **Oral abstracts:** Will range from 5 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. Authors invited to present an oral abstract session are not eligible for poster prizes.
- **Travel grants:** If selected for oral abstract presentation and your institution cannot cover the costs to attend the event, consider applying for one of the ENETS Travel Grants. Oral presentations may be delivered remotely or on-site.

### Correspondence

- **Confirmation:** Each first author/presenting author will receive a confirmation e-mail after initiating and completing a submission. Notification of the Abstract Reviewing Committee's decision will be sent by mid-January 2025.
- **Approval:** An abstract remains pending until written approval is received from the ENETS Abstract and Poster Reviewing Committee.
- **Publication:** All approved abstracts will be made available online on the ENETS website.

### Abstract writing guidelines

- **Abstract title:** Use capital and lowercase letters.  
*Example: Role of interleukins in hypothalamic neuroinflammation*
- **Authors names:** Use the first initial(s) followed by the last name. *Example: J.H. Smith, K. Gates.*
- **Institute:** Provide the name, location, and 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:** Must not exceed 1,750 characters including spaces (excluding the headings provided in the online submission form).
- **Keywords:** Use lowercase letters, separated by commas. *Example: neuroendocrine, cell, research.*

### Industry-supported abstracts

- During the online submission process, all authors will be asked to indicate whether their abstract is industry-sponsored (**CHECKBOX Yes/No**)
- Industry-supported abstracts are eligible for submission; however, no sponsor names, promotional or advertising materials, or company logos should be identifiable on the poster or presentation. Any mention of the sponsoring company or logos will be replaced with the term 'industry-sponsored'. This policy applies to all publications, including those online and in the abstract booklet, as well as to posters and e-posters presented during the conference and uploaded to the poster gallery afterwards. This measure is required to comply with UEMS-EACCME regulations and to ensure CME accreditation is not compromised.

If the first author or 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 alternative presenter without a relevant employment relationship must be appointed.

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<sup>4</sup> [Current UEMS guidelines](#) (Page 15, part VII, number 16)