

# Abstract Submission - General Guidelines and Regulations

## EAACI Allergy Schools

### Call for Abstracts and Abstract Submission Guidelines

EAACI does not charge any fee for regular abstract submission.

Abstracts can only be submitted on the online platform on the event website. Abstracts submitted via email, post or fax will not be accepted.

## 1. General information

### 1.1 Instructions to authors

Carefully read the guidelines below before submitting your abstract:

Abstracts not adhering to an EAACI Allergy School Event Abstract Submission – General Guidelines and Regulations will be rejected. The final decision about acceptance of an abstract will be taken by the EAACI Allergy School Event Scientific Programme Committee. EAACI does not communicate, nor enter into correspondence on the reason for acceptance or rejection of an abstract.

Upon submission, a confirmation email will be sent to the submitters email address. If you do not receive the confirmation e-mail, please do not submit the abstract again. Instead, please contact the Scientific Secretariat [education@eaaci.org](mailto:education@eaaci.org) for advice.

### 1.2 Declaration of conflict of interest

EAACI is committed to ensuring the integrity of scientific, educational, and research programs.

Abstract submission requires disclosure of any financial or other interest that might be construed as resulting in an actual, potential, or apparent conflict. The submitter is responsible for obtaining disclosure information from all co-authors, to be entered in the author section of the submission page.

## 2. Submission guidelines

### 2.1 Technical requirements

#### 2.1.1 Personal Page

When entering the abstract submission system for the first time, you will be asked to create a MyEAACI account (if you don't have one already). Through your MyEAACI account you will be able to access your personal page to submit one or several abstracts. You can edit your abstracts until the given submission deadline.

#### 2.1.2 Abstract language and length

Abstracts and presentations must be written in **English**.

The maximum length allowed for an abstract is 2500 characters (approximately 350 words) including blank spaces. The abstract title, the author(s) or names of institutions are not included in the count of 2500 characters.

It is the author's responsibility to submit a fully finalized abstract. Any errors in spelling, grammar or scientific facts will be reproduced as typed by the author. Please note that each year, a number of abstracts are rejected due to shortcomings in English proficiency or because they contain no or incomplete data.

### **2.1.3 Tables and Figures**

If appropriate one table and/or one figure (charts, diagrams and statistical overviews uploaded as a picture) are allowed. Please do not upload any kind of patient pictures. Accepted file formats are .jpg/.png /.gif. Your file should not exceed 3000 KB (3MB).

### **2.1.4 Abstract structure and content**

To make the abstract as informative as possible, we require a brief statement of the purpose of the study and/or the underlying hypotheses (background), the method used, the results observed, and the conclusions based upon the results.

### **2.1.5 Duplication of publications**

Abstracts will only be considered for presentation if they are not published or submitted for presentation elsewhere.

## **2.2 Abstract instructions**

### **2.2.1 Abstract presentation**

Accepted abstracts selected by expert reviewers will be presented in any of the following sessions: Oral Abstract Sessions (OAS) and Poster Discussion Session (PDS).

For clinical studies, clinical trials or translational research abstract submissions, the presenting author can be any of the listed authors, but without affiliations to industry.

For basic research abstract submissions, the presenting author can be any of the listed authors.

### **2.2.2 Notification of acceptance**

Notifications of acceptance or rejection of the abstracts will be sent to the presenting author of the abstract within a given deadline.

The submitting author will receive the confirmation email stating that the abstract has been submitted successfully. All further communication including notification letter will be ONLY with the presenting author that has been indicated during the abstract submission.

With the notification of acceptance, abstract presenters will be informed about the format.

The presenting author must be registered using the same email address which was used for the abstract submission. This is to ensure that the abstract and registration can be matched. If the presenting author is not registered by the given deadline and/or the email addresses used do not match, the abstract will not be published in the EAACI Allergy School Event programme.

### **2.2.3 Publication of abstracts**

Accepted abstracts will be published in the online programme and EAACI website during the event.

In order to have your abstract published on the website you need to be registered for the EAACI Allergy School Event by the given deadline.

### **2.2.4 No-show policy**

Submission of an abstract constitutes a formal commitment by the author(s) to present the work if accepted. If a presenting author of an accepted abstract fails to present the abstract, the presenting author risks to jeopardize future acceptance at other EAACI Events, if not justified (withdrawn). These abstracts will be excluded from publication on the EAACI content platform.

### **2.2.5 Withdrawal of an abstract**

If you need to withdraw your abstract, a written statement listing the reasons for this decision must be sent to [education@eaaci.org](mailto:education@eaaci.org) until the given deadline (withdrawals after the given deadline cannot be accepted).

### **2.2.6 Abstract Embargo**

Accepted abstracts are made available to the public on the Event website on the first day of the EAACI Allergy School Event at 09:00 CET.

Hence, the embargo is lifted at 09:00 hrs CET on the starting day of the EAACI Allergy School Event and can be reported from that time onwards.

Abstracts accepted for the event are subject to the [EAACI embargo rules](#) as published on the EAACI Website.

### **2.2.7 Copyright**

By submitting your abstract to the EAACI Allergy School Event you are agreeing to the transfer of the copyright to EAACI.

The submission of abstracts accepted for the EAACI Allergy School Event requires the permission of EAACI as copyright holder.

### **2.2.8 Data Privacy**

By certifying that you have read these submission rules, you also confirm having received the prior approval from the co-authors to provide their data to the EAACI Allergy School Event.

The information collected in this call for abstract submission is subject to data processing to proceed with the elaboration of the Scientific Programme during the EAACI Allergy School Event.

Provision of personal data is a statutory requirement to list the authors who have contributed to research submitted. Authors not listed in the submission will not be acknowledged in the abstract.

Your personal data will be shared with EAACI, CYIM, the EAACI Committees, and abstract reviewers involved in the abstract selection for the EAACI Allergy School Event. Transfer of personal data to contractors as well as EAACI related scientific organisations may occur for production, promotion and dissemination of the EAACI Allergy School Event content.

In accordance with the chapter 3 of the European Regulation 2016/679 with regards to data protection, you have the right to request EAACI access, rectification or erasure of your personal data, restriction or object to processing as well as the right to data portability. This is one true withdrawal of the abstract according to the terms and conditions of withdrawal. For such, please contact (together with a proof of identity):

#### **Data Privacy**

European Academy of Allergy and Clinical Immunology (EAACI) Attn: Ben Bloomfield  
Hagenholzstrasse 111 CH-8050 Zurich  
Or by email to: [gdpr@eaaci.org](mailto:gdpr@eaaci.org)

#### **2.2.9 Abstract Review**

Please note that the final decisions regarding acceptance of the submitted abstract will be made by the Scientific Committee.

**No rescheduling or changes by the submitters will be possible once the abstract deadline is closed**