

## ABSTRACT SUBMISSION GUIDELINES

### 1. General Information

The ESVS 37th Annual Meeting will be organised from 26<sup>th</sup> to 29<sup>th</sup> September, 2023 in Belfast, Northern Ireland.

The abstract submission is open to vascular surgeons, trainees, nurses, technicians and specialists of all related disciplines.

### TIMELINES

- Abstract submission opens: 16 January, 2023
- Abstract Submission closes: 3 April, 2023 (23:59 CEST)
- Notification of Acceptance: 22 May, 2023
- Deadline to confirm acceptance: 16 June, 2023
- Deadline to register: 10 August, 2023

### 2. Abstract Submission Categories

Abstracts should address aspects of vascular surgery. Each abstract submission will be associated with a corresponding category found in the predefined list of categories for a total of 23 categories. The submitter is required to select the most appropriate category for the abstract in the online submission form. All entries should fall under one of the 23 categories below:

AAA - Abdominal Aortic & Iliac Aneurysm	Miscellaneous
ALI - Acute Limb Ischaemia	PAD - Peripheral Arterial Diseases (lower extremity)
Amputation	Radiation Protection
Antithrombotic Therapy	Upper extremity arterial disease
Aortic Arch	Vascular & Lymphatic Malformations
Aortic Dissection	Vascular Access
Carotid & vertebral arteries disease	Vascular Imaging / diagnostic
CLTI - Chronic Limb-Threatening Ischaemia	Vascular Trauma
CVD - Chronic Venous Disease	Venous Thrombosis
Diabetic Foot	VGEI - Vascular Graft or Endograft Infection

DTA - Descending Thoracic Aorta Diseases	Wound care
Mesenteric and Renal Arteries and Veins	

**IMPORTANT NOTICE:**

- ▪ When submitting a case report, authors should select one of the corresponding topics above and answer "Yes" to the following question during the submission process : "Please confirm whether your abstract is a case report?"
- All abstract submitters should be prepared to present their abstract as an oral communication or poster presentation.
- Abstract presenters that would like to be excluded from presenting an oral communication can indicate their preference in the appropriate box on the online abstract submission form.

2. Abstract Format

SECTION	DESCRIPTION
Author(s)	<ul style="list-style-type: none"> <li>- The person submitting the abstract should be the presenting author of the work.</li> <li>- The ESVS respects the Vancouver agreement on authorship, and in light of that, only accepts a maximum of 8 authors from single-centre reports. In case of a multicentre study, and in particular multi-national collaborations, more than 8 authors are accepted.</li> </ul>
Abstract Title	- The title should provide a reasonable completed description of the study that was conducted, and sometimes even foreshadow the findings. The title should be informative, concise and intelligible.
Abstract Body	<p>The following format must be followed:</p> <p><i>Introduction</i> The introduction should be a brief section designed to inform of the relevance of the research and include a short history of relevant background that leads to a statement of the problem that is being addressed.</p> <p><i>Methods</i> The methods section should contain sufficient information to be able to understand the experimental design, the analytical techniques and the statistics used in the study.</p> <p><i>Results</i> The results section describes but does not interpret. The presentation data may be either chronological to correspond with the methods or in the order of most to least important.</p> <p><i>Conclusion</i> The conclusions section should provide only conclusion of the study directly supported by the results, along with implications for clinical practice, avoiding speculation.</p> <p><i>NOTE: the "Case Reports" will need to follow a different structure, namely: Introduction, Case Description, Discussion</i></p>
Abstract Layout	<ul style="list-style-type: none"> <li>- Abstracts must be submitted in English.</li> <li>- The total length of the abstract should be max. 700 words.</li> </ul>

Graphics, Tables & Images	<ul style="list-style-type: none"> <li>• You can add a max of 2 tables and 2 images to your abstract.</li> <li>• A table/image file should be saved as an .jpeg or .png prior to upload.</li> <li>• The figure/table will be placed at the bottom of the abstract and may be resized.</li> <li>• Min./max. size of the image/table (pixels): 90/750, min./max. file size of the image/table (kB): 30/750.</li> </ul>
References	References are allowed and are not included in the overall count of words of the abstract. <i>Please add your references in a dedicated section of abstract submission system.</i>

### 3. Submission Policy

- Submitted abstracts must describe unpublished work (as full papers) at the moment of the submission. Unpublished abstracts presented at other scientific meetings (different specialties) will be accepted.
- Abstracts will be published exactly as submitted. We kindly ask you to proofread abstracts carefully to avoid errors before they are submitted. No changes will be accepted after submission deadline. Any abstract considered unsuitable for reproduction will not be published.
- The abstract submission deadline is April 3rd, 2023. ESVS does not take responsibility for abstracts that are not fully completed and submitted by this deadline date. Please ensure that your submission has been completed and you have received the confirmation e-mail.
- Incomplete abstracts having "draft" status will not be processed or submitted for review.
- An author may not revise or resubmit an abstract in order to make changes or corrections after the deadline. Adding or removing authors after the submission deadline is not permitted. The abstract may be withdrawn or, if accepted, the error may be indicated during the presentation.

**IMPORTANT NOTICE:** The authors should *avoid revealing the name of the city, institution (hospitals, medical centers, clinics) submitting the abstract* in the body of an abstract, since the abstracts are evaluated in a blinded fashion. The reviewing committee understands the difficulty this may present in the case of multinational studies, nevertheless, authors are strongly encouraged to not reveal the origin of the work.

### 4. Review and Acceptance

All submitted abstracts will go through a blinded review process by 5-7 members of the scientific review committee of the 37<sup>th</sup> Annual Meeting. The abstracts will be reviewed according to the relevance to ESVS, objectivity of statements, suitability of methods, conclusions confirmed by objective results, scientific value, originality of work and overall impression.

Following the review process the final selection will be made by the Programme Committee of the meeting to define the format and schedule of each selected abstract.

The notification of acceptance or rejection of your abstract will be sent out on 22 May 2023.

The authors of accepted abstracts will need to fill in a dedicated form to confirm their presentations and presenting authors by June 16<sup>th</sup>, 2023. Failure to do so, will lead to the withdrawal of your abstract.

**IMPORTANT NOTICE:** Should the presenting author be unable to present the abstract, one of the co-authors can present in his/her place. An email from the presenting author indicating the change is requested and must be received by the ESVS no later than 16 June 2023. No changes will be accepted after this date.

#### 5. Registration and expenses

All presenting authors of selected abstracts must register for the ESVS 37th Annual Meeting before 10<sup>th</sup> August, 2023.

The ESVS will not cover costs incurred in submitting an abstract or poster, or for travel and accommodation costs for presenting authors.

Failure to register for the ESVS Annual Meeting by the set deadline will lead to the withdrawal of your abstract(s).

#### 6. Publication of abstracts

Authors of the abstracts presented as e-posters will be offered an open publication of their abstract at the supplement of EJVES Vascular Forum at €25 to cover the production costs.

Authors of the abstracts presented during the Fast Track sessions which did not make it to the main scientific programme will be offered an open publication of their abstract at the supplement of EJVES Vascular Forum at €25 to cover the production costs.

Authors of Prize abstracts and the abstracts accepted to the main scientific programme of the ESVS 37<sup>th</sup> Annual Meeting will be offered a publication of their abstract at EJVES free of charge.

The ESVS is looking forward to receiving your abstract for the 37<sup>th</sup> Annual Meeting in Belfast!

