GUIDELINES FOR ABSTRACT SUBMISSION FOR ILF CONFERENCES

The following guidance is intended to help those submitting abstracts to present them in a clear and concise framework to facilitate assessment by the Conference Scientific Committee. It is recognised that some papers may not fit the structure exactly, so some flexibility is appropriate. While recognising there is limited space, it would be useful to include one or two key references in the abstract. Where appropriate, results (even preliminary) should be included.

Categories should include:

- Introduction
- Aims of study
- Methods
- Results
- Conclusions

Abstract conditions

The reviewing committee will designate abstracts submitted for either poster or oral presentations.

General conditions

Abstracts are required for all oral presentations and posters

Abstracts must be submitted before **15 JUNE 2021 (23:59 CEST)**

Abstracts must be submitted in English

Accepted abstracts will be published in the programme/abstract book

Withdrawal of abstracts can only be accepted if notified in writing and subsequently confirmed by the ILF conference secretariat. It is only possible to withdraw an abstract until 14 days after notification of acceptance

Presenting author and registration

The presenting author must register as an active participant at the conference at the latest 14 days after acceptance of an abstract

ILF reserves the right to exclude any abstract that is not followed by a participant registration at the latest 14 days after notification of acceptance

Contents of your abstract

The abstract word limit is max. 400 words

Names (initials and family name) and affiliation addresses of all authors

Reviewing

The scientific committee will review the abstract.

Notification of acceptance or rejection of the abstract will be sent to all authors by: **15 AUGUST 2021.**

It is the responsibility of all investigators that all studies are performed with respect to national legislation, international legislation, and ethical guidelines both with regards to humans and animals. The scientific committee reserves the right to reject any submitted abstract that is believed to violate these principles.

Please verify that your email address (submitter and presenting author) is correct as it will be used for contacting you after the review process

For all enquiries regarding abstracts and speakers, please contact the ILF conference secretariat at info@cap-partner.eu

STEP-BY-STEP GUIDELINE: HOW TO SUBMIT AN ABSTRACT FOR ILF 2021

Before starting the submission process

Prepare your abstract of maximum 400 words (excl. title) and insert it into the template, which can be downloaded in the system.

Submitting an abstract

Login to the system using the provided link. You will be asked to enter your e-mail, name, affiliations and contact details to create a profile. If you submitted an abstract for the ILF 2019 Conference you can use the same profile/user.

After completing your profile, click the button saying, "Abstracts"

Choose "Submit an abstract" if you wish to submit a new abstract, or "View my abstracts" if you wish to see your already submitted abstracts. Please note that no changes can be made online to already submitted abstracts. You can contact the Conference Secretariat for changes to the abstract.

Click "Next".

Enter the abstract title

Choose the presentation type you wish to submit for "poster presentation", "oral presentation" or "Either oral or poster presentation".

Click "Next"

Add the authors of the abstract

You can choose yourself by clicking "I am an author" and add more authors by typing the e-mail addresses of the authors.

Click "Next"

Presenting author / speaker

Add the presenting author by choosing "I will be the speaker" or choose a speaker from the list of authors by clicking "Choose a speaker".

Click "Next"

Category

Choose one of the listed categories and click "Next".

Conditions

Please answer the question regarding publication of your abstract on the page by answering, "Accept" or "Reject". This question is mandatory.

Click "Next"

Upload your abstract

Download the abstract template in word and add your abstract into the document, save it and press "start abstract document upload". The system checks the number of words used. If uploaded successfully, click "Next".

Summary

A summary of your choices and a preview of your abstract will be visible. If you wish to change anything, click the "Back" button below the summary.

If you agree with the summary, click "Publish" at the bottom of the page. A pop-up window will open asking if you are sure that, you wish to submit, Click "Ok ". Please note that your abstract is not submitted until you have clicked "Ok" in the pop-up window.

After submission

Confirmation: An automatically generated confirmation e-mail will be sent to you within a few minutes after submission.

Notification of accept/reject will be sent by e-mail to the submitting person by: **15 AUGUST 2021.**