



Submission and review of abstracts and papers

1. Abstract submission will be open from **January 15th** until **April 15th 2017**.
2. There will be no limitation on numbers of submitted abstracts from the National Societies.
3. All abstracts (and later papers) must be submitted through the conference website by the corresponding author for each paper.
4. All matters regarding the format and length of the abstracts are taken care of automatically by the web-based submission system and mandatory form to be filled out. This imposes:
 - The primary authors National Society, name of country.
 - Approximately 250 word limit on the text of the abstract.
 - Preferred presentation form, oral, poster or no preferences.
 - Theme, # and name + alternative themes #.
 - Related European regional and/or International technical committees, TC #.
5. **Abstract title**
The maximum length for the abstract title is 150 characters (including spaces) and the title should be in lowercase letters except the first letter, proper nouns, and acronyms.
6. **Author information**
 - Author 1: [First Name] [Last Name], [Department], [Affiliation], [Country], [Email]
 - Author 2: [First Name] [Last Name], [Department], [Affiliation], [Country], [Email]
 - Author 3: [First Name] [Last Name], [Department], [Affiliation], [Country], [Email]
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 - * Presenting author Name:
 - * Corresponding author Name:

At least one of the authors needs to be a member of the ISSMGE
7. During the abstract submission period, we (the Conference Organising Committee – COC) will keep the National Group Chairs and the Scientific Committee (SciC) members informed of the numbers of abstracts received from members of their National Group.
 - Abstracts will be forwarded to the members of the SciC immediately after the deadline for abstract submission.
8. Each National Group, through their SciC member, will be asked to arrange for all abstracts submitted by members of their Group to be reviewed by two appropriate people. Each reviewer will be asked to give a score to each abstract they consider to be of an acceptable standard.
 - The scoring system will be from 1 to 5, with 5 being the highest quality. These scores might be used in the event that too many abstracts are received or if prioritisation for oral presentation will be needed.
 - The COC is committed to maximising the number of technically sound papers included in the proceedings but we don't expect so and hope that we will not need to limit the number of submissions from any National Group, but we should be prepared for that eventuality.

9. At the end of the abstract review process, the final decision regarding acceptance will rest with the COC. The COC will then notify the authors and inform the SciC and the National Group Chairs of the review results. Acceptance of an abstract by the COC is confirmation that the associated paper will be published, subject to it meeting the minimum technical standards and presenting/corresponding author are registret to the conference in due time. Please note that with one registration a maximum of two papers can be presented.
10. The paper submission and review procedure will be similar, with a period allowed for final revision of papers by authors after they have been reviewed by the National Groups (via their SciC representative). The final decision regarding paper acceptance will rest with the COC.
11. Further details of the technical review process will sent to the SciC representatives before reviewing begins.
12. Paper might fit to more than one specific theme, therefore author will have the possibility to fill alternative themes number. The alternative # might be used if needed when sessions are organised.