

ABSTRACT SUBMISSION GUIDELINES

INTRODUCTION

The academic abstracts accepted for ESGE Days form the scientific backbone of our congress and our scientific committee looks forward to reviewing the submissions for 2024 with great anticipation.

We appreciate the contribution to our meeting that researchers make, and we are proud to receive submissions from across Europe and beyond. The high volume and high standard of abstracts that we have very gratefully come to expect confirms that ESGE Days is the perfect forum at which to present your best research.

We are very happy to announce for ESGE Days 2024, we will be once again accepting nursing abstracts and we look forward to receiving submissions from the endoscopy nursing community.

Thank you, in advance, for submitting your abstract to ESGE Days 2024 and for helping us to further our society's mission to educate, innovate, disseminate, support and promote quality in the practice of gastrointestinal endoscopy.

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1. Publication of accepted abstracts

The submission of the abstract constitutes the authors' consent to publication. All accepted abstracts will be published in the official ESGE journal *Endoscopy*.

2. Important dates

Event	Date
Submission opens	September 20, 2023
Submission closes	November 23, 2023
Withdrawal deadline	January 19, 2024
Decision sent to abstract submitters (accepted, rejected and grant winners)	March, 2024
ESGE Days 2024	April 25 - 27, 2024

3. General Information

ESGE Days encourages work that contains basic, clinical or translational research findings. Please read the following information carefully before submitting your abstract (text or video):

- Abstracts should be submitted using the dedicated step by step online system.
- All abstracts must be written in **English**.
- Commercial drugs names are not allowed, only molecule/active ingredient/generic names should be used.
- Limit the use of abbreviations and provide an explanation for each abbreviation used.
- It is the author's responsibility to submit a correct abstract. Any errors in spelling, grammar or scientific facts in the abstract text will be reproduced as typed by the author.
- Abstracts will not be considered for presentation if they have been published or accepted for publication elsewhere as a **full article** in printed or electronic formats up to November 23, 2023 submission deadline.
- Please note: **NO images, tables or figures** can be uploaded at the submission stage, although once accepted the abstracts can include images, tables and figures in the required power point presentation.
- ESGE Days 2024 abstract submission closes on November 23, 2023 at 23:59 Central European Time. No further edits to abstracts, including authors names, authors order, author additions or changes to author information such as affiliations will be possible after this date.

4. Abstract topics

Authors will be asked to designate their abstract to both a first and second level category from the list provided below. Authors will also have the option during the submission process to allocate additional free-text keywords to their abstract.

1 ^o Layer/main category: Location OR Endoscopy service (Heading)	2 ^o Layer/category: disease OR endoscopy service subcategory (Subheading I)
Esophagus	
	Achalasia and other motility disorders
	Barrett's esophagus
	Foreign bodies
	Gastroesophageal reflux disease
	Gastrointestinal cancer
	Leaks and Fistulas
	Non-GERD esophagitis (eosinophilic, caustic, infectious...)
	Nonvariceal gastrointestinal bleeding
	Portal hypertension-related bleeding
	Subepithelial tumors
	Zenker's diverticulum and other esophageal diverticula
Stomach and Duodenum	
	Premalignant gastric conditions: atrophy, intestinal metaplasia, dysplasia
	Foreign bodies
	Gastrointestinal cancer
	Gastroparesia and other motility disorders
	Leaks and Fistulas
	Nonvariceal gastrointestinal bleeding
	Nutrition and Feeding
	Obesity
	Peptic ulcer
	Polyps
	Portal hypertension-related bleeding
	Subepithelial tumors
Small intestine	
	Enteropathies (celiac disease and others)
	Gastrointestinal cancer
	Nonvariceal gastrointestinal bleeding
	Nutrition and Feeding

	Polyps
	Portal hypertension-related bleeding
	Subepithelial tumors
Colon and Rectum	
	Colonic volvulus and Pseudo-obstruction
	Diverticular disease
	Gastrointestinal cancer
	Hemorrhoids/Anal disorders
	Inflammatory bowel disease
	Leaks and Fistulas
	Miscellaneous colitis
	Nonvariceal gastrointestinal bleeding
	Polyps
	Portal hypertension-related bleeding
	Subepithelial tumors
Hepatopancreaticobiliary	
	Acute pancreatitis
	Ampullomas
	Benign biliary stenosis
	Biliary stones
	Chronic pancreatitis
	Cystic pancreatic neoplasias
	Hepatopancreaticobiliary cancer
	Liver transplantation
	Malignant biliary stenosis
	Pancreas divisum and other congenital abnormalities
	Primary sclerosing cholangitis
Mediastinum, Heart, and Lung	
	Heart and Vascular diseases
	Cysts and Masses
	Lung cancer
	Lymph node pathology
Endoscopy service	
	Endoscopy procedural management
	Diversity and equity
	Green endoscopy and sustainability
	Quality and Training
	New endoscopic technology
	Miscellany

5. Abstract Presenter's Registration

An author (or a co-author) of an accepted abstract is **required** to register for ESGE Days 2024 in order for the abstract to be included in the congress. It is possible to register either for the hybrid or the digital package (see participation requirements below). Registration will open on December 1, 2023. Special combined membership and registration packages are also available.

All abstract submitters are eligible for the Early Bird registration rate and will be provided with a separate registration link as we are aware the decision will only be communicated to abstract submitters after the planned early bird registration deadline.

6. Top Abstract Authors and Travel Grants (contribution to travel and accommodation costs)

The top 60 accepted abstracts from presenting authors who are 40 years old or under as of November 30, 2023 are entitled to a travel grant valued at EUR 500 (international) and EUR 250 (local). Travel grants are only payable onsite in cash to those grantees attending the event in Berlin in person.

7. Participation Policy and Formats for authors

ESGE encourages the **onsite** presence of all authors to maximise engagement with the audience and experts. Onsite presence also opens up a forum which offers authors the opportunity to discuss and disseminate their work on an international stage. Accepted abstracts will be allocated to one of the following presentation formats:

- Best abstracts presented during the plenary session
- Free paper presentations (FPP)
- Poster Tours
- Digital Posters (ePosters)

Best abstracts presented during the Plenary Session

- All presentations selected for the Best Abstract Awards will be delivered **live** during the plenary session.
- Authors are **not** required to pre-record their presentation .
- The session will be streamed live and available for viewing by delegates during the on-demand period via the virtual platform.

Free Paper Presentations (FPP)

- All abstracts selected for FPP will be delivered **live** during the sessions.
- In addition, authors are also **required to pre-record** their presentation, as all recorded abstracts will be made available on-demand via the virtual platform.
- If the author which pre-recorded the presentation cannot be onsite, a co-author who is onsite may present live and participate in the Q&A.
- If, as an exception, the author and co-authors are not onsite there is **NO option to zoom** in for the presentation or discussion. In this case, the pre-recording will be shown and the moderator will answer any questions from delegates.
- The sessions will not be streamed live.
- Abstract authors are required to respond to any questions submitted by online delegates via the chat function for a 7-day period (including event days). The presenter will receive an email notification and be asked to respond to the question.

Poster Tours

- Authors are required to submit a PowerPoint presentation (ePoster).
- Authors whose abstracts are selected for dedicated poster tours onsite will have the opportunity to present their poster in person at an ePoster station during a specified timeslot.
- Information on this will be provided at the time of acceptance of your poster.
- Please note: the poster tours will NOT be moderated.

Digital Posters (ePosters)

- Authors are required to submit a PowerPoint presentation (ePoster).
- All abstracts will be available for delegates to browse through on the digital e-Poster stations throughout the meeting (onsite) and on-demand period (online).

8. Contact

For any technical questions regarding the abstract submission system please contact scientific@cyim.com. If you have any further queries, please contact Alka Patel on alka.patel@esge.com

9. Submission Process

Personal account

Abstracts and videos should be submitted using the dedicated online system which will open on September 20, 2023. Before submitting an abstract, authors must create a personal account. More than one abstract can be submitted from one account. After an abstract has been created, modifications can be made until the submission deadline on November 23, 2023 (23:59 CET).

Choose the type of submission

For ESGE Days 2024 three types of submission are possible:

- Text only abstracts
- Case reports (text or video)
- Nursing abstracts (text only)

Choose an abstract category

The abstract category is the general heading under which the abstract will be reviewed and later published if accepted. During the submission process, the submitter will be asked to select two additional subcategories. The abstract category and subcategories which best describe the subject of the abstract should be chosen.

Text only abstract structure

(Note: same process for Nursing abstract submissions)

Abstracts submitted should contain concise statements of:

Aims: indicate the purpose and objective of the research, the hypothesis that was tested or a description of the problem being analysed or evaluated.

Methods: describe the study period / setting / location, study design, data collection and methods of analysis used.

Results: present as clearly and in as much detail as possible the findings / outcome of the study. Please summarize any specific results.

Conclusions: explain the significance of your findings / outcomes and future implications of the results.

Word limits: The abstract text body is limited to 36 lines (approx. 450 words) excluding the title.

Case reports (text or video)

For video submissions the length of the video should be maximum 3 minutes.

The following formats are acceptable: *.avi, *.mpg, *.mpeg, *.mp4, *.mpg4, *.mov, *.wmv

One video submission per abstract allowed.

Caution! Patient identification

- For video submissions in which individuals can be identified, written consent of the person involved must be submitted. If not, it should not be possible for anyone to identify the individual.
- All personal data relating to patient and/or examination (e.g. date, time, place, patient name, patient birth date, unique ID, examiner name or ID) must also be removed from submission.
- Findings/diagnoses and markings such as arrows are allowed. If your video contains technical parameters, please make sure that they consist only of complete, recognizable data that are essential for understanding the image. All images and videos displaying unexplained letters or numbers will be rejected.
- **Please note: if there is any patient identifiable information the abstract will be automatically rejected. It is the responsibility of the submitting author to check this and delete as appropriate.**

Submission confirmation

After submission, a confirmation email will be sent to the submitter. In order to receive confirmation, please ensure that emails from scientific@cyim.com are not marked as spam by your e-mail provider.

Please contact scientific@cyim.com should you not receive confirmation e-mail after submitting your abstracts.

10. Submission Policy

Copyright policy

Abstracts should not include libellous or defamatory content. Material presented in abstracts should not violate any copyright laws. If videos have been taken from sources not copyrighted by the author, it is the **author's sole responsibility** to secure the rights from the copyright holder in writing to reproduce those videos for both worldwide print and web publication. All reproduction costs charged by the copyright holder must be borne by the author.

Parallel publication policy

Abstracts will not be considered for presentation if they have been published or accepted for publication elsewhere as an article in printed or electronic formats up to the November 23, 2023 submission deadline.

An abstract which has been previously published or presented at an international meeting can be submitted provided that there are new methods, findings, updated information or other valid reasons for submitting.

If preliminary or partial data has been published previously, the submitting author will be required to cite the publication as a reference in their abstract.

If the author neglects to provide a reference, the abstract will be rejected.

Plagiarism

The conference organizers regard plagiarism as serious professional misconduct. If plagiarism is identified, the abstract and any other abstracts submitted by the same author are rejected.

Review and selection process

All submitted abstracts will go through a blind peer-review process carried out by an international reviewing committee. The ESGE Days scientific committee uses abstract scores and rankings to determine the outcome of an abstract (FPP, Plenary session, poster tour or rejected).

Notification of acceptance or rejection to corresponding author

Notification of acceptance or rejection will be sent to the submitting (corresponding) author. Please note that only the submitting (corresponding) author will receive an email concerning the status and is responsible for informing all co-authors. Authors whose abstracts have been accepted will receive further information via email.

Common reasons for rejection:

- Abstract poorly written
- Clear objective and/or hypothesis missing
- Linkage between different parts of the abstract not comprehensible
- Summary of essential results inadequate and/or missing
- Patient safety is compromised
- Videos including identifiable information

11. Abstract withdrawal

ESGE Days will withdraw an abstract upon written request from the submitting author. Requests for withdrawal must be made by January 19, 2024. After this date, ESGE cannot guarantee that a withdrawn abstract will be excluded from publication. Requests to withdraw an abstract must contain the submitting author's name and abstract title. To withdraw an abstract, please contact scientific@cyim.com