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For any other queries, please contact the ECE 2022 Team at ece2022@endocrinology.org.

How can I submit my abstract?

Abstract submission for ECE 2022 is being conducted through our dedicated portal. This platform will also allow you to register, apply for travel grants and upload any materials, closer to the time.

You can follow the link to the site found on the [ECE 2022 website](#).

You will first need to create an account on the system, or log in if you have used the system before (for example, during e-ECE 2021). *See 'How do I create an account' question below.*

Can I send my abstract by email?

All abstracts must be submitted via the online portal. We are unable to accept any abstracts via email.

Do I need to pay a fee to submit an abstract?

No, it is free to submit an abstract to ECE 2022. **However**, a condition of submission is that at least one author will need to register and pay to attend the Congress, either in person or virtually.

Registration fees and more information is available on the [ECE website](#).

Do I need to be an ESE member to submit an abstract?

No, abstract submission is open to ESE members and ESE non-members.

However, there are many benefits to becoming an ESE member, including fantastic opportunities for networking and collaboration as well as access to educational and scientific opportunities including funding and a wide range of grants and awards. There are also reduced registration fees to attend ECE 2022 for ESE members.

To find out more about membership, please see the [ESE website](#).

Do I have to register for ECE 2022 before I can submit an abstract?

No, you can submit your abstract without registering for ECE 2022 first.

However, if your abstract is accepted at least one author will need to register and pay to attend the Congress, either in person or virtually. You will be notified of acceptance or rejection in March 2022, before the Early Bird Registration Deadline (Thursday 7 April 2022, 23:59 CEST), so you will still be able to take advantage of the lower registration fees.

Registration fees and more information is available on the [ECE website](#).

Can I submit an encore abstract to ECE 2022?

Encore abstracts **are** accepted at ECE congresses, as long as copyright held by another event, conference or congress, is not breached. However, we strongly advise re-writing or adding more data to your abstract before resubmitting.

If your abstract has been presented at another conference or event within Europe, your abstract will only be considered for a poster presentation by the Programme Organising Committee.

If your abstract has been presented at another conference or event outside of Europe, your abstract will only be considered for oral communication or a poster presentation by the Programme Organising Committee.

If you are submitting an encore abstract to ECE 2022, please ensure that you indicate this in the relevant section of the submission form.

I want to submit an abstract but can only attend ECE 2022 virtually – is that possible?

Yes. There are two options for registration at ECE 2022, allowing you to attend either virtually or in person in Milan.

We would suggest that choose 'ePoster' as your preferred presentation type, as this will not require you to attend to present a poster in person.

How do I create an account?

To submit an abstract, you will first need to create an account on the system, or log in if you have used the system before (for example, during e-ECE 2021).

When you create an account, you will need to verify your email address by clicking the link contained in the "account confirmation" email which will be immediately sent to you. Emails from the system will be from no-reply@m-anage.com.
  ➢ Please ensure that you click on this link within 24 hours of creating an account otherwise the link will expire. (if the link has expired, you can request a new one by revisiting the login page)
  ➢ Please check your spam/junk folder!

If you are an ESE Member, please ensure that you **use the email address associated with your ESE Membership** when creating your account. If you cannot remember this email address, please contact the ESE Membership team at info@euro-endo.org.

You will need to use the same account to register for ECE 2022 and upload any posters or presentations if your abstracts are accepted, so **please keep your log in information safe.**

If you are having issues accessing the platform, please try using a different browser. We suggest using **Google Chrome (PCs) or Safari (Macs).**

I have not received my account verification email. What do I do?

The verification email is sent immediately after you have created your account on the website. Please check that your email address was inputted correctly and make sure you check your spam/junk folders in the first instance. Emails from the system will be from accounts@ese-hormones.org.

If the email still hasn't arrived, please contact the ECE 2022 Congress Team at ece2022@endocrinology.org.

Please be aware that the verification link will expire after 24hrs. After this time you will need to request a new link to verify your account. You can do this by attempting to log in with the same email address and requesting that the verification email be resent.

I already have an account but I do not remember my log in details. How do I log in?

If you have used the system before but you cannot remember your log in information, please try to log in with your email address and then click "Forgot Password" to reset it. Please make sure you check your spam folder if this email does not arrive in your inbox.

If this does not work, the ECE 2022 Congress Team can also reset your password temporarily for you to gain access to your account. Please contact us at ece2022@endocrinology.org if you need us to reset your password for you.

What types of presentation will there be at ECE 2022?

Accepted abstracts will be presented in the following ways at ECE 2022:

Oral Communications
Authors will be asked to present their research live on stage and delegates will have the opportunity to ask questions.
Please note you will need to attend in person to present in this way.

Rapid Communications
Authors will be asked to submit a pre-recorded presentation of their poster which will be played on screen and all presenters will be invited on stage for a joint live Q&A session.
Please note you will need to attend in person to present in this way.

Physical Poster
Successful authors will be asked to bring a physical poster to the Congress to display in the poster exhibition area. We also ask authors to upload an ePoster which will be added to the ECE 2022 virtual platform for our online audience to view.
Please note you will need to attend in person to present in this way.

ePoster
Authors will be asked to upload an ePoster which will be displayed on screens in the poster exhibition area. ePosters will also be available to view online during and after the Congress.

Please make sure that you select an appropriate preferred presentation type on the abstract submission form:

If you select "Oral" or "Either", your abstract will be considered for an Oral Communication, Rapid Communication, physical poster or ePoster presentation

If you select "Poster", your abstract will be considered for a Rapid Communication, physical poster or ePoster presentation only.

If you select "ePoster Only", your abstract will be considered for an ePoster presentation only.

Please note that the ECE 2022 Programme Organising Committee will make the final decision on the presentation types of all abstracts.

What are the guidelines for abstract submission?

- Your abstract and its title must be submitted in **English**.
    - Your abstract may be automatically rejected if it is submitted in another language.

- Your abstract must be submitted using the template, which can be downloaded from the submission site.
    - **Please be aware that this template is a blank Word document** so that you can format your abstract in any way you would like to.

- Your abstract must be a **maximum of 400 words.**
    - Your abstract will not upload to the system if it is over 400 words.

- Figures should not be included in your abstract. Figures will be removed before publication, if accepted.

- References and tables can be included in your abstract, but they will be included in your word count.

- **You must not include your abstract title or author names in the abstract document that you upload as these will be added separately.**

My abstract does not fit into any of the listed Focus Areas or categories. What do I do?

We are unable to add in any new Focus Areas or abstract categories at this stage. Please choose the Focus Area or category that most closely matches your topic.

For more information on Focus Areas, please see Focus Area section of the ESE website.

Why do I have to provide an email address for my presenting author?

You are able to provide email addresses for all authors of your abstract, but **you must provide a valid email address for your listed presenting author.**

This will be used to contact the presenter regarding uploading presentations or posters, if your submission is successful.

If an email address is not provided, the submitter will be automatically contacted to upload presentations or posters, if your submission is successful.

Please note that by providing an email address, you are confirming that you have the author's consent to share their contact details.

Can I use figures, tables and references in my abstract?

Figures should not be included in your abstract. Figures will be removed before publication, if accepted.

Tables and references can be included in your abstract but they will be included in your word count (maximum 400 words).

Are there any formatting guidelines for abstract submissions?

There are no formatting guidelines for abstract submissions to ECE 2022 so you are able to structure your abstract in any way that you like.

Abstracts must be submitted in **English** and should not contain your abstract title or author list, as these will be added separately.

You must use the template that you can download from the abstract submission portal to upload your abstract text.

The template I have downloaded is blank. What do I do?

There are no formatting requirements for abstract submissions to ECE 2022. We have therefore left the template blank for you and the downloaded template is the correct one.

I have used the template but my abstract document is not uploading. How can I complete the upload?

Firstly, please check that you have not exceeded the maximum word limit (400 words), and that you have at least one word as a minimum word count.

Occasionally, the upload tool gets stuck, even if your abstract complies with all of the upload rules. This is usually because too many people are submitting at the same time.

In this case, please try to upload a couple more times. If this still does not work, please save your work and try to upload again later.

If you are still unable to upload, please send your abstract text (using the template) to the ECE 2022 Congress Team at ece2022@endocrinology.org, for them to upload on your behalf. Please make sure to state your name and submission number so that we can easily find your abstract.

Am I eligible to apply for a Young Investigators Award?

Twelve Young Investigator Awards, worth €1000 each, are awarded to researchers with high-scoring accepted abstracts (basic or clinical) at the annual European Congress of Endocrinology. Applicants must tick the appropriate box on the abstract submission form.

Eligibility criteria:
- Applicants must be within 10 years post-PhD or MD at the time of the Congress
- Applicants must be a current member of ESE

Please note that eligibility will be checked.

The awards are based on the achieved abstract scores, as determined by the ECE 2022 abstract review panel, and the final decisions are made by Programme Organising Committee.

Am I eligible to apply for a *Journal of Endocrinology* Travel Grant?

The *Journal of Endocrinology* offers grants of up to €300 each to ten young scientists who have submitted an abstract and are attending the European Congress of Endocrinology. Applicants must tick the appropriate box on the abstract submission form.

Eligibility criteria:
- Applicants must be a current member of ESE
- Applicants must be the presenting author of an accepted abstract (and cannot be transferred to another author)
- Applicants must be within 10 years post-PhD or MD, or below high income country status (as classified by the World Bank)

Please note that eligibility will be checked.

For more information about *Journal of Endocrinology* travel grants, please visit the ESE website.

How do I apply for a Travel Grant for ECE 2022?

There are a variety of travel grants available for ESE members to attend ECE 2022. The application portal will open shortly.

For more information on opening, deadlines and eligibility criteria, please visit the Grants area of the [ESE website](#).

I cannot see the preview of my abstract on the Summary page – has it uploaded correctly?

Occasionally, the preview on the Summary page glitches and is not visible. To make sure your abstract has successfully uploaded, please check the Upload page.

If it has a green tick, your document has been successfully uploaded and you can proceed to submit or save your work. You can then download your abstract document from here to check that it is the correct version, rather than being able to see the preview.

I have not received my submission confirmation email. What do I do?

Submission confirmation emails are sent straight away. Please check your spam/junk folders in the first instance if it doesn't arrive in your inbox.

If it still hasn't arrived, please contact the ECE 2022 Team at ece2022@endocrinology.org, stating your abstract submission number and name.

I have submitted my abstract but need to make an amendment. How can I do this?

Please contact the ECE 2022 Team as soon as possible at ece2022@endocrinology.org, stating your abstract submission number and name, and the amendments you require.

Changes to author lists
If you are adding new authors, please ensure that you provide the author's full name and affiliation/s, as well as what their position in the author list should be. If you have their consent, it may be helpful to provide an email address for the new author too.

Changes to abstract text
If possible, please send an updated version of your abstract text using the ECE 2022 Blank Abstract Submission Template. The ECE 2022 Congress Team will then upload and submit this on your behalf. The amended text must not cause the abstract to exceed the word limit (400 words).

Can I change the presenting author listed on my submission?

Please contact the ECE 2022 Team as soon as possible at ece2022@endocrinology.org, stating your abstract submission number and name, and which author should now be the presenter. Please ensure that you also provide the new presenter's email address (make sure that you have their consent first).

I have duplicated my abstract submission. How do I remove one version?

Please contact the ECE 2022 Team as soon as possible at ece2022@endocrinology.org, stating your abstract submission number and name, and which abstract should be removed.

How do I withdraw my submission?

Please contact the ECE 2022 Team at ece2022@endocrinology.org with "ECE 2022 Abstract Withdrawal" as the email subject, stating your abstract submission number and name.

Please note that we are unable to withdraw any abstracts from publication after the withdrawal deadline (the deadline date will be communicated following acceptance notifications in Spring 2021).

When is the submission deadline?

The ECE 2022 abstract submission deadline is **Monday 31 January 2022, 23:59 CET (Central European Time)**.

Please ensure that you have submitted any draft submissions by this deadline, or your abstract may be automatically rejected. **We cannot accept draft abstract submissions.**

The system will close at <u>exactly</u> 23:59 CET on Monday 31 January 2022 and you will lose any draft submission that you are working on. You must have pressed 'Submit' before this time to save your submission progress.

The deadline has passed but I still want to submit an abstract. Can I submit now?

The deadline is final and there will be no extensions to this.

However, we will be re-opening for **new** late-breaking abstract submissions at the end of February 2022. The opening and deadline details will be communicated via the ECE 2022 website, social media and mailing lists. You will not be able to submit a previously started draft submission but you will be able to start a new submission.

Will there be a late-breaking abstract deadline this year?

We will be re-opening for **new** late-breaking abstract submissions at the end of February 2022. The opening and deadline details will be communicated via the ECE 2022 website, social media and mailing lists.

You will not be able to submit a previously started draft submission but you will be able to start a new submission.

None of my co-authors can attend ECE 2022. Can I still submit?

A condition of abstract submission to ECE 2022 is that at least one author (preferably the presenting author) registers and pays to attend the Congress, if their abstract is accepted.

Please check that this is possible <u>before</u> submitting your abstract. More information on registration can be found [here](#).

Any person submitting an abstract and not attending will be automatically excluded from future ECE Congresses.

When will I find out if my abstract has been accepted for ECE 2022?

You will be notified of your abstract's acceptance or rejection in **March 2022.** This notification will be sent to the email address that you used to submit your abstract.

Can I publish my work in an academic journal after submitting an abstract?

Yes! We encourage our abstract authors to submit their work as full papers to scientific journals. ESE and Bioscientifica only hold copyright on accepted conference abstracts, so you are able to write a full paper to submit to another journal.

Can I submit the same abstract to another conference at the same time?

We strongly advise against submitting the same abstract to another conference concurrently, as if both are accepted then each conference's copyright may be breached upon publication. It is worth checking this with the other conference before submitting.

If you do continue to submit, we would advise re-writing the abstract or adding in new data.

Where and when will my abstract be published if it is accepted for ECE 2022?

All accepted abstracts will be published in *Endocrine Abstracts* approximately 2 weeks before the start of ECE 2022.

Endocrine Abstracts is an open-access, fully citable collection of all of the abstracts presented at the Congress. You can view the abstracts from e-ECE 2021 or browse other volumes of *Endocrine Abstracts* [here](#).

Is *Endocrine Abstracts* indexed in PubMed?

Each volume of *Endocrine Abstracts* is a collection of abstracts, rather than an official academic journal in its own right. It is therefore <u>not</u> listed in PubMed or MedLine.

Each abstract, however, is published with a unique DOI, meaning that it is fully citable.

Who owns the copyright to my submitted abstract?

By submitting your abstract, you are assigning copyright of the abstract text to the European Society of Endocrinology and Bioscientifica (the Publisher).

If your abstract is rejected or you withdraw before the withdrawal deadline, copyright will transfer back to you.

For any other queries, please contact the ECE 2022 Team at ece2022@endocrinology.org.