Policies for Abstract Submission

Copyright Policy

Abstracts should not include libelous or defamatory content. Material presented in abstracts should not violate any copyright laws. If figures/graphics/images 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 figures/graphics/images for both worldwide print and web publication. All reproduction costs charged by the copyright holder must be borne by the author.

Resubmission Policy

An abstract which has been previously published or presented at a national, regional or international meeting can only be submitted provided that there are new methods, new findings, updated information or other valid reasons for submitting that can be provided by the author.

If preliminary or partial data has been published or presented, the author is required to indicate the details of the publication or presentation as well as the reasons for submitting the abstract to the 8th ESWI Conference. This information will be considered by the Scientific Programme Committee when making final decisions.

If the author neglects to indicate the details of when and where the preliminary or partial data has been published or presented, and the reasons for resubmitting (new methods, new findings, substantially updated information or other valid reasons), and if evidence of previous publication or presentation is found, the abstract will be rejected.

Plagiarism

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

Conference Embargo Policy

In the case of the 8th ESWI Conference, as with most scientific/medical conferences, all conference abstracts are released to delegates and media under a strict embargo policy. A detailed breakdown of the embargo variations for different types of abstracts is available below. All regular delegates, presenters and media are asked to respect this policy.

- **Oral Abstracts**
  Information about the oral abstracts may not be published or presented before the start of the session at the 8th ESWI Conference in which the abstract is being presented.
- **Poster Exhibition Abstracts**
  Information about the poster exhibition abstracts may not be published or presented before 10:00 CEST on Monday, 5 December 2021.

Abstract Submission Process

Conference User Profile

Before submitting an abstract, a conference user profile needs to be created for the submitting and the presenting author. One or several abstracts can be submitted from the submitting author's user profile. After an abstract has been created, modifications can be made until the submission deadline.

The final deadline for abstract submission is 3 September 2021, 23:59 CEST.

Abstract Structure

Abstracts under all topics and without exception should be structured as follows:

- **Background:**

  Indicate the purpose and objective of the research, the hypothesis that was tested or a description of the problem being analyzed or evaluated;

- **Methods:**

  Describe the setting/location for the study, study design, study population, data collection and methods of analysis used;

- **Results:**

  Present as clearly and detailed as possible the findings/outcome of the study, with specific results in summarized form.

- **Conclusions:**

  Briefly discuss the data and main outcome of the study. Emphasize the significance for influenza/RSV prevention, treatment, care and/or support, and implications of the results.

Social Media

ESWI may wish to report on your contribution to the 8th ESWI Conference via Social Media. Provide a 250 characters tweet that summarizes the main message of your work. ESWI will add the following hashtag: #ESWI2021. Please also provide the twitter name of the submitting and presenting author.

Font

A standard font, e.g. Arial, should be used when formatting the text. This helps to prevent special characters from getting lost when copying the text to the online abstract submission form. Ensure to check the final abstract with the system's preview function before submission and edit or replace as necessary.

Word Limits

The abstract text body is limited to 450 words. Titles are limited to 30 words.

A maximum of three tables and three graphs/images can be included: a graph/image (in JPG, GIF or PNG with ideally 600 dpi) counts as 50 words and a table counts as 10 words per row. Tweets will not be included in the total word count.

Submission Confirmation

After submission of the abstract, a confirmation email will be sent to the abstract submitter. In order to receive this important communication, please ensure that emails from *eswi2021@conftool.com* are not considered as spam by your e-mail provider.

Abstract Review and Selection Process

Abstract Review

All submitted abstracts will go through a peer-review process carried out by an international reviewing committee. Each abstract will be reviewed by at least two reviewers.

Abstract Selection

Final selection of abstracts will be done by members of the Scientific Programme Committee. The highest-scoring abstracts will be selected for oral presentation. The majority of the remaining submissions will be displayed in the Poster Area.

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 author will receive mail concerning the abstract and is responsible for informing all co-authors of the status of the abstract. Authors whose abstracts have been accepted will receive instructions for the presentation of their abstract. In order to receive these important communications, please ensure that emails from *eswi2021@conftool.com* are not considered as spam by your e-mail provider.

Rule of One

Each presenting author may present only one abstract at the conference. The number of submissions is however not limited. Should an author have more than one abstract accepted for presentation, a co-author must be named as presenting author for such abstracts.

Publication of Accepted Abstracts

Your abstract, if accepted, will appear in its full form in the abstract book and on the virtual conference platform.

All abstracts must be written in English.

It is the author's responsibility to submit a correct abstract. Any errors in spelling, grammar or scientific fact in the abstract text will be reproduced as typed by the author. Abstract titles will be subject to a spell check if the abstract is selected for presentation.

Call for Late Breaker Abstracts

Late breaker abstracts present data gathered after the regular abstract submission deadline has closed that is of unquestioned immediate significance. Late breaker abstract submissions will be open on 15 October 2020. The final deadline to submit your late breaker abstract is 15 October 2021, 23:59 CEST.

Questions

Technical questions regarding the abstract submission system should be addressed to the abstract support team at annick.mannaerts@eswi.org