

Guidance through the abstract submission programme for the

60th EASD Annual Meeting 2024, Madrid, Spain

Monday, 9 – Friday, 13 September 2024

Dear Author, Dear Submitter,

Welcome to the online abstract submission programme for the **60th EASD Annual Meeting 2024 in Madrid & online**, which we are pleased to introduce to you. **Please read these guidelines carefully.** Having this document at hand could assist you while using the system.

It is not permitted to submit work that has been published and/or is likely to be published before the EASD Abstract submission deadline (**3 April 2024, 18:00 hrs. CEST**). The Scientific Programme Committee has the right to remove an abstract if this contains data that has already been published. However, EASD accepts the submission of abstracts that have been presented in recent months at local or national diabetes meetings (e.g. ADA, DDG). An author submitting or presenting work that has been published in a journal before the EASD Abstract submission deadline (**3 April 2024, 18:00 hrs. CEST**) will be banned from presenting data at the EASD Meetings for three years.

Recommended Browsers:

The following browsers and their latest releases are recommended for use.

- **Google Chrome**
- **Mozilla Firefox**
- **Microsoft Edge**
- **Safari**

Use of Cookies:

The **use of Cookies is required** in order to navigate through this site properly. Cookies are only used in order to verify your identity while using this site, to ensure that you are the only person that can access your submission through use of this site.

Use of Javascript:

While Javascript is not strictly necessary in order to use this system, it is highly recommended that you turn the browser option on, since it is used extensively to help make the site more easily navigated. Certain options and links may not work properly with the use of Javascript.

The major advantage of this system is that you create an account using a login name and a password, and with this information you can revise your submission as required, make changes, additions, change / add / delete authors, copy special characters easily into your text, re-write the abstract or copy and paste the text in the corresponding boxes. All this is possible until the **abstract submission deadline: 3 April 2024, 18:00 hrs. CEST. After this date you will only be**

able to view your abstract. Make sure your abstract has the status "complete" (all submission steps are ticked; see submission step "Review my work") as **only "complete" abstracts will be forwarded to the reviewers** shortly after the deadline.

IMPORTANT! Always double check that the "complete" status of your submitted abstract has NOT been affected after having edited it.

The system will lead you through all steps necessary to complete your abstract. For any step not specifically explained in these guidelines, please refer to / follow the advice provided on the screen. **By clicking the continue button, all entered information is saved.**

Preference for oral or short oral presentation/ discussion is not possible. The Scientific Programme Committee allocates the accepted abstracts to either an oral presentation or a short oral discussion session.

Accepted abstracts will be published in the Abstract Volume, a supplement issue of Diabetologia, the journal of the EASD. Furthermore, abstracts accepted for presentation will be published on the Association's website www.easd.org from 1 July 2024.

Steps through the online submission system

Authors can submit an unlimited number of abstracts, yet each author is restricted to being the presenting author (=first named author) for a maximum of two submissions. Authors are accountable for appointing an alternate presenter in cases of scheduling conflicts of accepted abstracts. The replacement presenter should be one of the listed co-authors and abstracts@easd.org must be notified of the change of presenter. The author block of the submitted abstract won't be changed.

EASD members / MyEASD accounts

If you are a member of EASD or you already have an account for a previous EASD Virtual Meeting or Annual Meeting registration, you can use the login details from your existing account (email address and password) to login to **MyEASD** and access the Abstract Submission System for the EASD Annual Meeting 2024. If you do not remember your **MyEASD** login and password, the site offers the option to reset your password or contact the helpdesk.

All other users / abstract submitters

The EASD online abstract submission is only available via the MyEASD platform; you will need to **create a MyEASD account via the EASD website (www.easd.org) to have access.** Please **make sure to always enter the first name starting with a capital letter and continue with lower case**, e.g. First Name: John; 2nd Initial: J; 3rd Initial: R; Last Name: Macleod, address, contact details, etc. and your password (attention: case-sensitive). **Do not type in everything in capital letters.**

Once logged in **MyEASD**, please proceed to **Scientific Submissions** where you will be able to start your **New Abstract Submission**.

Important Note: All correspondence regarding the handling of each abstract will be sent ONLY to the presenting = first named author's contact e-mail provided during the submission process (only one e-mail address per presenting = first named author). Therefore, the e-mail address entered in the system as the presenting author's contact is extremely important!

The following statements must be agreed to:

- All authors are aware of and approve the submission of this paper.
- All authors are aware that an account with cOASIS is necessary for this submission to be processed.
- Each author has participated sufficiently in the work represented by the abstract submission to take public responsibility for the content.
- Authors can submit an unlimited number of abstracts, yet each author is restricted to being the presenting author (=first named author) for a maximum of two submissions. Authors are accountable for appointing an alternate presenter in cases of scheduling conflicts of accepted abstracts. The replacement presenter should be one of the listed co-authors and abstracts@easd.org must be notified of the change of presenter
- Authors are not permitted to submit work that they know is likely to be published before the Abstract Submission Deadline. The Programme Committee has the right to withdraw an abstract from the programme containing material that has already been published.
- Once all submission steps have been successfully completed and the abstract deadline has passed, the presenting author will receive a notification confirming the final version of the abstract submission.
- All correspondence will be sent ONLY to the presenting = first named author's contact e-mail provided during the submission process (only one e-mail address per presenting = first named author). Therefore, the e-mail address entered in the system as the presenting author's contact is extremely important!

Submission step "Title"

Type (**do not use "copy & paste"**) the title of your abstract into the provided field. Please note that **the number of characters of the title is limited to 170, your entire abstract (including the title and the author block) to 3,200 characters (excl. spaces)**. By marking characters you may format them in italic, super- or subscript. Do not use the return key at the end of a line, but write continuously.

Note: For drugs exclusively generic names should be used (**no trademarks**).

Press "**Continue**".

Submission step "Keyword"

Choose the one keyword from the drop-down menu that best applies to your abstract submission.

Press "**Continue**".

Submission step "Author"

Authors can submit an unlimited number of abstracts, yet each author is restricted to being the presenting author (=first named author) for a maximum of two submissions. Authors are accountable for appointing an alternate presenter in cases of scheduling conflicts of accepted abstracts. The replacement presenter should be one of the listed co-authors and abstracts@easd.org must be notified of the change of presenter. The author block of the submitted abstract won't be changed.

It is mandatory that the presenting author of any abstract accepted for presentation attends the 60th EASD Annual Meeting 2024 in Madrid in person to present his / her paper and participate in the discussion as well as the Q&A. Failure to do so, without prior or adequate explanation sent to the EASD Office (abstracts@easd.org) by e-mail, may result in the author or the institution being banned from presenting abstracts for the next three years.

The first = presenting author's address and contact details are shown again and can be amended if necessary.

Press "**Continue**".

The name of the institution, the city and country will automatically be transferred to the author block. Edit your information on the author block, add / change / delete authors, institutions or re-arrange the order of the authors. When you add an author, the system will take over the presenting author's institution, city and country. However, the information can be amended. All co-authors must be entered individually. The maximum number of authors is 15 and not more than 2 institutions can be entered for each author.

If you wish **to add a study group** to the author block, enter it in the special field in the submission system by clicking on "**Add a Group**". Please be reminded that **only the name / acronym of a study group should be entered in this field.**

Press "**Continue**".

Submission step "Disclosure Information"

Please fill in the corresponding and relevant information.

Press "**Continue**".

Submission step "Study information"

Choose one of the options.

Press "**Continue**".

Submission step "Clinical trial registration number"

If applicable, enter the registration number of your clinical trial in this field. **Do not enter this reference number in the abstract body**; if you do, you will be contacted and reminded to remove it from the abstract text.

Press "**Continue**".

Submission step "Grant Acknowledgement"

Please enter your acknowledgement on a grant / support received for this study into the provided field. In case of an **EFSD Grant**, please select a maximum of two from the drop-down menu, selecting only one from each list at a time. In case of other, please enter it in the designated field using **only initials/acronyms** (the **limit** for this field is **150 characters** including spaces). Please enter "none" if not applicable.

Note: Acknowledgements will be displayed at the bottom of the abstract if accepted for presentation.

Enter/Edit your Grant Acknowledgement information.

Press "**Continue**".

Submission step "Abstract"

Click on "Enter abstract text" in order to type in the abstract text online. You can also enter your abstract by using copy and paste. **Remember: the maximum number of characters is 3,200 (excl. spaces) including the title and the author block.**

References are not allowed and companies are not to be mentioned in the abstract body.

The abstract must be structured. Enter each section into the corresponding text field with the provided sub-headings in **bold (Background and aims, Materials and methods, Results and Conclusion)**. The abstract structuring words are fixed for each abstract text box. One or two sentences should describe the **methods**, and any aspects of methodology (e.g. use of control groups, randomisation, patient selection, assay variation). The sentences stating the results must include hard data, including statistical analysis. The abstract requires solid data, i.e. n, p-values and confidence intervals if appropriate.

The abstract should be prepared according to high quality reporting guidelines (e.g. [CONSORT](#) for randomized trials, [STROBE](#) for observational studies or [ARRIVE](#) for pre-clinical animal studies,..) More information available [here](#).

For drugs exclusively generic names should be used (**no trademarks**).

Click on the link provided below for a list of approved abbreviations and units of expression for use without definition from DIABETOLOGIA, the official journal of EASD: <http://diabetologia-journal.org/about-the-journal/diabetologia-style-guide/>

Attention should be drawn to special characters. To ensure that special characters will be published correctly in accepted abstracts, please click [here](#) and enter the character(s) by using copy and paste (Internet Explorer 5.5 and higher).

You are allowed to include only **one table OR one graph** to your abstract by using the button provided (under the abstract text in the Abstract submission step), but 400 characters will be deducted from the maximum number of characters allowed. Tables must be uploaded as an image; so you must create your table and convert it into an image in order to include it in your abstract. **You can edit your table or graph and then replace it or delete it until the submission deadline of 3 April 2024, 18:00 hrs. CEST.** Please be aware that we use the A4 double column format for the online publication of the Abstract Volume, which gives a column width of 8.5 cm max. Any large images/tables you submit may become illegible when resized for publication (in case the abstract gets accepted).

Do not include extra space around the image.

Do not exceed a number of 10 columns and 12 rows (with 1 line per row)!

Figures with a maximum of two panels are allowed.

Press "**Continue**".

The abstract body (incl. table / graph) will be shown to you as well as a word / character count.

Press "**Continue**".

Submission step "Review my work"

Proofread your abstract carefully, check the authors and if all special characters are shown correctly. Only if all submission steps are ticked and the number of characters does not exceed 3,200 the abstract is "**complete**" (please check the status given in the "Review my work step" and at the bottom of the print-friendly version) and will thus be forwarded to the reviewers after the submission deadline.

You can exit the website at any time, all your input will be saved until the last button has been pressed. You can reenter and re-edit your abstract and carry out any changes by logging into the submission site via [MyEASD](#) using your login name and password until **3 April 2024, 18:00 hrs. CEST**.

IMPORTANT! Always double check that the "complete" status of your submitted abstract has NOT been affected after having edited it.

If you wish to delete your abstract, please re-enter the system with your login and password, click on submission step "Review my work" and press the "delete" button given at the bottom of the page. Confirm the deletion and exit the system.

After the deadline you will only be able to view but NOT edit your abstract. CHANGES TO THE CONTENT AND/OR THE AUTHORBLOCK OF THE SUBMITTED ABSTRACT WILL NOT BE ACCEPTED after the submission deadline.

We will forward all "complete" abstracts to the reviewers as they appear in the system on the closing date. **Changes, corrections and / or edits won't be accepted after 3 April 2024, 18:00 hrs. CEST.**

Please contact the EASD office: abstracts@easd.org if you haven't received a notification confirming the final version of the abstract submission by 15 April 2024.

If you have any questions regarding the submission, please do not hesitate to contact the EASD Office under

EASD

Tel: +49-211-758 469-0

E-mail: [abstracts\(at\)easd.org](mailto:abstracts(at)easd.org)