



# EAU 24 | PARIS, FRANCE 5-8 April 2024

Cutting-edge Science at Europe's largest Urology Congress

## Abstract Submission deadline

**Deadline for abstract submission for poster and video presentations is 1 November 2023, 23:59 Central European Time (CET).** *Submit in time to avoid that your abstract cannot be submitted due to technical issues. Make sure you only use Google Chrome (latest version).*

Until this deadline you will be able to:

- make changes in your abstract or author list, even when already submitted
- withdraw your abstract

After the submission deadline (1 November):

- there is **no possibility to edit abstracts anymore**
- to withdraw your submitted abstracts you should send an email before 15 January 2024 to [abstracts@congressconsultants.com](mailto:abstracts@congressconsultants.com)

After 15 January your abstract (if accepted by the SCO and not withdrawn by you) will be published on the EAU24 Resource Centre and in the EU Journal's Supplement 1 month prior to the congress. **It is not possible to withdraw the abstract after this date.**

## Rules & Regulations related to Publication of Abstracts

- Abstract(s) should not have been published or presented before the previous the annual congress (EAU23; 10 March 2023).
- All abstracts must be submitted in **English**
- All sources of financial support (including government grants or companies which handled the data) must be listed in the assigned answering box as part of the submission procedure (and not in the abstract text). All grant funding agencies and/or company abbreviations should be spelled out. This information will be published with the full body abstract, wherever it is reproduced on the EAU's publications, channels or online.
- Accepted abstracts, videos and author lists will be published as submitted, except for a simple general English spelling check.
- One of the authors or someone assigned by the authors should defend the abstract physically in Paris during the session and therefore needs an on-site registration. If no one can defend the abstracts physically during the congress, the abstract will be removed from the session programme and no certificate of presentation will be available.

### **Copyright**

- Copyright of the accepted abstract is transferred to the European Association of Urology and any conflict with any other scientific association will be the sole responsibility of the author(s).
- All published abstracts, including figures and tables, are the property of EAU and are protected by copyright.
- By submitting an abstract you agree (also on behalf of co-authors) to the terms of use and conditions as stated above. Please note that transfer of copyright to the EAU applies to all materials derived from the abstract submitted (such as posters, videos, slide/audio presentations, live-streams, webcasts and all other materials).
- Requests for re-use of material can be done by sending an email to [abstracts@congressconsultants.com](mailto:abstracts@congressconsultants.com) (please include the abstract code).
- Copyright can be shared with companies for a maximum duration of 1 year, these requests have to be made written to [sales@uroweb.org](mailto:sales@uroweb.org) and come with a cost.

### **Publications**

- Accepted abstracts will be published in the Supplement of the European Urology Journal 1 month prior to the congress.
- By submitting an abstract you agree (also on behalf of (co-)authors) that the accepted abstract as well as related materials such as videos, slide/audio presentations, live-streams, webcasts, poster PDFs and any other materials are published in European Urology and other EAU publications and media channels.

# Rules related to Abstract Submission

## Content-related instructions

### **Clinical Studies**

In clinical studies, the authors must state that an Ethical Committee approval has been obtained.

Please note that the statement should clearly indicate whether the approval was obtained or not, accompanied by a brief explanation of the reason in case of a disapproval. This information is necessary for the proper processing of the review.

### **Case Reports** (*not for video abstracts*)

Only high quality case reports based on a systematic review, which is based on raw data with a clearly defined protocol, are allowed. Other case reports are not eligible for submission.

### **Human Experimentation**

Any human experimentation conducted with respect to the submitted abstract(s), should have been conducted according to the protocol approved by the institutional or local committee on ethics in human investigation; or, if no such committee exists, the works should have been conducted in accordance with the principles of the Declaration of Helsinki of World Medical Association. Council may enquire further into ethical aspects when evaluating the abstract(s).

### **Late breaking abstracts**

*Definition:* A late-breaking abstract is an abstract that contains new information that is not yet known or fully available by the original abstract submission deadline, **1 November 2023, 23:59 CET**. The research must be novel, innovative, contemporary, and of high scientific significance. Abstracts should describe either large clinical investigations or high-impact translational research.

Like other abstracts, the information and data must not be published elsewhere prior to the meeting.

*Note, the late-breaking abstract deadline is not an extension of the submission deadline.*

#### **Additional implications** (on top of/overruling the standard submission rules and regulations):

- You can only submit the abstract once on the EAU24 submission site – double submitted abstracts will not be reviewed
- Very limited places are available for late-breaking abstracts in the programme, therefore the selection will be done very critically
- Late-breaking abstracts will be reviewed anonymously by a selection of members of the Scientific Congress Committee (SCC)
- Selected late-breaking abstracts will not be published in the supplement of the EU Journal, nor will they be published together with the other abstracts on our Virtual Platform (1 month prior to the congress), they will be treated as a presentation/lecture

#### **Timeline:**

- Deadline submission: **22 February 2024 23:59 CET** via the EAU24 abstract submission website.  
Select presentation type: **Late-breaker**
- Anonymous review and selection of late breakers by SCC: **February 2024**
- Outcome communicated to submitter: **4 March 2024**
- **Deadline to withdraw: 22 March 2024**

### **Systematic Reviews**

Systematic reviews (with or without meta-analysis) can be submitted only when they meet the following standards:

- The clinical question was clearly defined using a standard PICO format
- A comprehensive systematic literature search was carried out
- An assessment of the risk of bias was made

- Key findings are clearly described including clinical practice relevance

## Topic

A topic has to be selected for your submission, the system will offer you a drop-down menu. For the review of the abstract, it is of vital importance that the correct (sub)topic, clinical step(s) and management tool(s) are selected.

All topic combinations available can be found on this website, [click here](#).

## Practical instructions

### Abstract Title

- The title should clearly define the topic.
- There is no maximum length for the title, but the characters in the title are included in your total character count.
- The first letter of the title will automatically begin with a capital letter.
- Standard abbreviations may be used as follows: on first use spell out the full term and follow with the abbreviation in parentheses.
- Do NOT mention your institution in the title.
- Do NOT type the abstract title in capital letters.
- Do NOT end the title with a period.

### Authors and Affiliations

- A maximum of 24 authors per abstract is allowed.
- Each quoted author should have contributed substantially to the represented work in terms of conceptual design or analysis, writing of the article and final approval of the article in order to take public responsibility for the content.
- An abstract presenter is limited to 5 abstract presentations.
- Please make sure to write the name of the Organisation/Institution, Department, City and Country in English (one institution per author).
- If co-authors are from the same institution, the programme will automatically copy all information into the next boxes, so you do not have to type all information again. If co-authors are not from the same institution you can edit any box as your wish.
- There is only the possibility to enter one first author, one presenting author and one last author.
- Do type family name and full first name of all authors. Do NOT type titles, degrees and institutional affiliations. Carefully check the correct spelling of all names as this will be the way that names will be published.

### Abstract Body

- The following headers have already been formatted for you and should not be repeated in the text fields:
  - Introduction & objectives (*state the objective of the study*)
  - Materials & methods (*describe the material and methods*)
  - Results (*summarise the results presenting sufficient details to support the conclusions reached, it is NOT acceptable to state: "The results will be discussed"*).
  - Conclusion
- Use digits for numbers (example: 1 instead of one) and only very well-known abbreviations e.g., ml, kg, MRI. Standard abbreviations may be used as follows: on first use spell out the full term and follow with the abbreviation in parentheses.
- To insert tables use the 'Insert table'-icon.
- To insert symbols or specific characters use the 'Special character'. Do NOT copy/paste as this will cause format problems.  
To insert figures see explanation below.
- Any acknowledgements can be placed underneath the conclusion.

### Abstract Size

The size of the abstract is limited to 3,000 characters (this includes title, body of abstract, spaces, tables and pictures/graphics). The submission programme will automatically calculate the size of your abstract and will not allow submissions that do not fit in the size requirements. A picture/graphic counts for 500 characters.

## Figures

- Upload of pictures/graphics is only possible as jpg file (counts for 500 characters).
- Upload of only 1 picture/graphic is allowed and a collage of multiple pictures is NOT allowed, because of readability. If not it will be removed from the submission.
- How to upload a jpg file:
  - Click on the insert/edit image icon
  - To upload new image, click on upload -browse for an image
  - Select your image
  - Click on upload
  - Your selected image will be shown in the list of Uploaded Images
  - First select the image and click on 'Insert'
  - To resize your image, please click on 'Appearance' and adjust the dimensions

## Proof reading

After you have inserted all data for your abstract submission a preview will show on your screen. Please verify that your abstract submission is correct and read this preview carefully (including author information). Keep a print for your own records.

It is the responsibility of the submitting author to ensure the abstract is in perfect order with no errors in spelling or grammar, as revisions will not be accepted. Abstracts will not be corrected.

## Presenting in Abstract sessions

Presenting authors in Abstract sessions are expected to attend the session in person to discuss their research. Presenting authors will be asked to prepare and upload more abstract material in advance of the congress. Detailed instructions will follow upon selection.

## Presenting in Video Abstract sessions

Presenting authors in Video sessions are expected to attend the session in person to discuss their research, it is not required to upload any additional materials prior to the congress.

## Presenting in other than abstract sessions

Abstracts may be chosen for presentation in sessions other than abstract or video sessions. In such an eventuality, you will receive personal communication containing detailed instructions.

## Additional Rules related to Video Submissions only

- Make sure to follow the general submission rules mentioned above.
- Note that video abstracts should not be narrated slides. If submitted in this format, it cannot be guaranteed that your submission will be reviewed correctly, and it might be rejected because of format issues.
- Videos should be self-explanatory, by voice-over (English), clear text and/or graphics and music (identification of institution, surgeons etc. is not allowed)
- Videos are scored on scientific merit. Therefore, videos that contain data on series and/or follow-up data are preferred. These data should be included in the video presentation.
- Each video submission should be accompanied by an abstract. Abstract and video files should be uploaded when submitting.
- All videos submitted must be in the final format. Hence, they must include the exact title, all author's names, institutions and commercial companies (when funded) at the start (first 30sec.) of the video. Marking and/or logo's throughout the video are NOT allowed. Videos which do not take this rule into consideration will be rejected for further consideration and review, regardless of the quality of the content.
- Please wait with closing your submission until the video upload is done (indicated on the submission page).
- Submission via email after the deadline is NOT possible.

## Length of the Video

The video should have a maximum length of 8 minutes.

## Recommended requirements for video upload

- Resolution HD ( 1280x720 pixels ) or higher
- Frame rate higher than 25fps.
- Pixel aspect 16:9
- Bitrate higher than 6Mbps.
- Audio stream: Stereo, 48000 Hz or better ( AAC, DTS, Dolby 5.1 )
- Video container: MPEG-4 ( MP4 )
- For tips on how to export a video from editing software, visit Vimeo's reference guide for exporting sequences from various different software vendors at <https://vimeo.com/help/compression>.
- If problems with the upload closer to submission deadline, send your video to [abstracts@congressconsultants.com](mailto:abstracts@congressconsultants.com) using [wetransfer.com](https://www.wetransfer.com). Please mention the abstract ID when sharing the link.

## Size and format

MP4 is the preferred format. Maximum file size 1Gb.

Submission of 3D videos is **NOT** allowed and will not be considered.

## Abstract Review Process

### Abstract Presentations

All abstracts are subject to peer review and are expected to meet the standards of academic/scientific excellence. Submissions will be reviewed by an expert panel whose identities will remain anonymous to the authors. Reviewers will give scores from 1 to 5 points, taking into consideration the following criteria: Originality, priority, quality of research methodology and data. Review and session composition will take place in November/December 2023. The outcome of the abstract selection is available online through the abstract submission website on 19 December 2023. You will receive a notification by email. The Scientific Congress Office reserves the right to obtain your raw data for statistical evaluation.

### Video Presentations

All videos are subject to peer review and are expected to meet the standards of academic/scientific excellence. Submissions will be reviewed by an expert panel whose identities will remain anonymous to the authors. Anonymous review of the video will be made possible by removing the identifications of authors and institution at the beginning of the video (this will be done in the EAU Office). Reviewers will give scores from 1 to 5 points for each of the following criteria: Video quality, content, innovation, scientific value and educational value. Review and session composition will take place in November/December 2023. The outcome of the abstract selection is available online through the abstract submission website around 23 December 2023. You will receive a notification by email.