



## Rules online abstract submission

**Before entering the abstract submission system you are requested to carefully read the rules regarding abstract submission.**

- Abstract(s) may not have been published previously at the time of presentation at the Annual EAU congress
- Abstract authors may appear as presenting author in five abstracts only. The same presenting author is allowed to present a maximum of two abstracts in the same session
- A maximum of 24 abstracts authors is allowed. The system will permit not more
- Any human experimentation that has been 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)
- In clinical studies, the authors must state that an Ethical Committee approval has been obtained
- Copyright of the abstract(s) is assigned to the European Association of Urology and any conflicts with any other scientific association will be the sole responsibility of the author(s)
- Abstracts will be published as submitted
- All abstracts that are published, including figures and tables, are the property of EAU and are protected by copyright. Requests for re-use of material can be done through <http://www.sciencedirect.com/science/journal/15699056> (Click on abstract title and then "get rights and content" button)
- Accepted abstracts will be published as a supplement of European Urology, available at the EAU Resource Centre and on the abstract USB
- **The Scientific Congress Office reserves the right to obtain your raw data for statistical evaluation**

### **Please do not forget**

- Abstract(s) must be submitted in English. This applies also for the title, text body and author affiliations
- Only abstracts submitted through the official online submission system will be considered
- Cancellation or presenter changes should be notified before 15 January 2019 by email to [abstracts@congressconsultants.com](mailto:abstracts@congressconsultants.com)
- When you have included graphs or pictures in your abstract(s) you are obliged to send your original source file (e.g. Excel, jpg) by separate e-mail to [abstracts@congressconsultants.com](mailto:abstracts@congressconsultants.com)
- Only high quality case reports based on a systematic review which is based on raw data with a clearly defined protocol would be allowed. Other case reports are not eligible for submission
- Systematic reviews (with or without meta-analysis) can be submitted only when they meet the following standards:
  1. The clinical question was clearly defined using a standard PICO format
  2. A comprehensive systematic literature search was carried out
  3. An assessment of the risk of bias was made
  4. Key findings are clearly described including clinical practice relevance

### **Authorship**

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. A maximum of 24 abstracts authors per abstract is allowed. The system will permit not more.

### **Ranking system**

Each abstract is anonymously reviewed by at least 4 reviewers. Reviewers will give scores from 1 to 4 points, taking into consideration the following criteria: Originality, priority, quality of research methodology and data.

## **System requirements**

You need a screen resolution of at least 1024 x 768 to use the abstract submission properly. We recommend using Internet Explorer 11, Chrome or Firefox. Please make sure you have installed the latest version to use this website correctly.

## **Size**

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

## **Topic**

A topic has to be selected from the drop-down menu. For the review of the abstract, it is of vital importance that the correct topic is selected.

## **Title**

The title should clearly define the topic. Do not identify your institution in the title.

There is no maximum length for the title. However, 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. Do type the abstract and title in small letters, except for abbreviations. Do NOT type the abstract title in capital letters.

## **Authors**

Type full family name and first name of all authors, omitting any titles, degrees and institutional affiliations. It is requested to firmly check the correct spelling of the family name, initials and details of each author as this will be the way their names will be published.

Please check that for authors from the same institution the name of the institution is written in the exact same way to avoid the creation of extra affiliations, which are in fact identical.

## **Affiliation**

Please make sure that the name of the Institution, Department, City and Country in English. 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.

## **Body of the abstract**

The following headings have already been formatted for you and should not be entered in the text fields again:

Introduction & objectives

Materials & methods

Results

Conclusion

State the objective of the study, describe the material and methods, summarise the results presenting sufficient details to support the conclusions reached (it is not acceptable to state: "The results will be discussed").

Use numbers for numbers and only very well-known abbreviations e.g., ml, kg, MRI... If you must use other abbreviations, you must explain it the first time it appears. You can use the special keys to insert tables, pictures or specific characters.

## **Proof reading**

Verify that your abstract is correct and read the proof carefully that will be automatically shown after you have inserted all data. Keep a printout for your own records. When you come to step 7, you will see a preview of your abstract which you can print out directly.

## **Editing**

Abstract will be published as submitted, except for a simple English spelling check. Until the deadline of 1 November 2018 you will be able to enter your abstract to make changes, even when already submitted. After submission deadline there is no possibility to edit the abstract anymore.

## **Submission deadline**

Deadline for abstract submission is 1 November 2018, 23.59.59 CET.

To avoid that your abstract cannot be submitted due to technical difficulties, computer problems or other reasons, you are advised to submit your abstract on time.

There is no possibility for late-breaking abstract submission.

## **Withdraw your abstract**

In case you want to withdraw your abstract after submission, please send an email before 15 January 2019 to [abstracts@congressconsultants.com](mailto:abstracts@congressconsultants.com).

## **Notification**

In November and December 2018 abstracts will be anonymously reviewed and sessions are composed. The outcome of the abstract selection is available online through the abstract submission website by 18 December 2018. You will receive a notification by email.

## **Presentations**

All accepted abstracts will be presented in moderated poster sessions. Within a poster session standard and extended poster presentations can be placed. The criterion for the extended poster presentations is not that of a higher quality piece of work, but more importantly that it requires an extensive discussion, such as controversial topics or results. Presenting authors of poster session are requested to upload a PPT presentation and bring a poster to the session. Abstracts can also be accepted for Expert-Guided Poster Tours. Expert-Guided Poster Tour presenters are requested to upload a PDF and bring a poster to the tour.

## **Video submission**

### **Submission**

Each video should be accompanied by an abstract. Abstracts can only be submitted online. Video files should be submitted online as well.

All videos must be in English.

All videos submitted must be in the final format. Hence, they must include the exact title, all author's names, production date and running time. Videos without voice-over will not be accepted.

### **Duration**

The video can have a maximum length of 8 minutes.

### **Size and format**

All formats are accepted, but MP4 is the preferred format. Maximum file size 1Gb.

### **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 or MKV ).

### **Presentation**

Videos that are accepted for presentation will be shown during the special video sessions, will be available at the EAU Video Library during congress hours and are available at the EAU Resource Centre.

### **Submission deadline**

The videos should be received at the EAU Congress Office before 1 November 2018. **Videos received after this date will not be Accepted.**