



## ABSTRACT SUBMISSION TERMS AND CONDITIONS 2022

### Introduction

The abstract submission terms and conditions of the EHA Annual Congress are intended to provide clear instructions before submitting an abstract. You are kindly requested to carefully read these terms stated below.

The EHA and its Scientific Program Committee (SPC) and Advisory Board (SPC-AB) maintain the right to reject any abstract that does not meet below terms or is in violation of them.

### Table of Contents

<b>Deadline abstract submission</b> .....	<b>2</b>
<b>General abstract terms</b> .....	<b>2</b>
<b>Abstract review, selection and publication</b> .....	<b>3</b>
General comments.....	3
Procedure abstract review & selection.....	3
Embargo policy .....	4
Abstract topics .....	4
<b>EHA Travel / Participation Grants</b> .....	<b>5</b>
Application criteria.....	5
How to apply for a travel / participation grant.....	5
<b>How to submit an abstract</b> .....	<b>6</b>
Step by step guide.....	6
Abstract format information.....	7
<b>EHA Copyrights &amp; Permissions</b> .....	<b>8</b>
<b>Translation Rights</b> .....	<b>9</b>



### **Deadline abstract submission**

The deadline for abstract submission is March 1, 2022, submissions received after this deadline will not be considered.

### **General abstract terms**

1. The Scientific Program Committee (SPC) encourages the submission of original scientific material unpublished at the time of the abstract submission deadline:
  - a. Abstracts submitted to regional or national hematology meetings can be submitted to the EHA Congress for inclusion in the program;
  - b. Abstracts previously submitted to large international meetings which are organized in the same period as the EHA Congress (May – July) are allowed to be submitted to the Congress. Examples of international meetings are the American Society of Clinical Oncology (ASCO), International Society of Thrombosis and Haemostasis (ISTH) and the International Congress on Malignant Lymphomas (ICML).
  - c. Abstracts presented at a large international meeting in the preceding year (i.e. encore abstracts), may be submitted provided a clear indication about significant novel or updated information is included in the appropriate abstract submission field.
2. The SPC retains the right to allocate abstracts containing previously submitted or presented data as they see fit.
3. Authors of submitted abstracts shall be the sole and exclusive owner of the abstract and all associated intellectual property rights. By submitting the abstract to EHA, the author grants EHA the right to use and (commercial) reprint the abstract; (i) in relation to the EHA Annual Congress and (ii) to be published and distributed in/on EHA websites, EHA's journal Hemasphere, portals, mobile learning apps, platforms, (digital) course material, (online) workshops, sessions at (online) conferences, other (online) meetings, or in whatever (new) electronic, printed, or other forms of communication. Authors of submitted abstracts understand and agree that EHA will not pay compensation for this license.
4. Authors of submitted abstracts guarantee that the abstract (and all associated intellectual property rights) is free of any third party rights to the fullest extent permitted by law, including but not limited to, inventor's rights of remuneration and any other ancillary rights.
5. Submitted abstracts are considered embargoed from the time of submission (see embargo policy on page 4).
6. Abstracts accepted and presented during the EHA Annual Congress may be submitted as encore abstracts to meetings commencing after the Congress dates, with the reference that it has been accepted and presented at the EHA Annual Congress.
7. Interim analysis of a prospective randomized clinical trial will usually be considered only if it is performed as planned in the original protocol and is statistically valid.
  - Encore abstracts may be submitted provided a clear indication about significant novel or updated information is included in the appropriate abstract submission field.
  - Trials-in-progress abstracts may also be submitted provided a clear indication of the information to follow is included in the appropriate abstract submission field.
8. Case reports are generally not accepted unless they bring significant and novel biological information.



9. The abstract title and text may not contain trade names. The SPC reserves the right to replace trade names in accepted abstracts.
10. In clinical studies, please state whether informed consent was obtained.
11. If off label use of drugs was involved, please state this clearly.
12. Do not submit the same study in multiple abstracts. Abstracts that appear as more than one version of a single study will be rejected.
13. Similarly, do not submit a copy or close copy of an abstract under more than 1 category. Abstracts that appear to be submitted multiple times under different categories will be rejected.
14. Abstracts should be submitted in clear (American) English to allow the reviewers to focus on the scientific content of the abstract. Non-English speaking authors are encouraged to have their abstract checked for grammar and spelling.
15. The SPC assumes all presenting authors have proficiency in English, thus are able to present and respond to questions. Otherwise authors are encouraged to choose poster presentation as a preference.

### **Abstract review, selection and publication**

#### General comments

- An international panel of experts will review the abstracts.
- Each abstract will be reviewed by at least five different reviewers.
- Abstracts may be selected for
  - oral presentation
  - poster presentation
  - publication only
  - rejection.
- Only the submitting author will receive a confirmation of acceptance for oral presentation, poster presentation, publication only or a notice of rejection, by e-mail by April 22, 2022.
- The best abstracts will be selected for an oral presentation in the Presidential Symposium.
- Authors of abstracts selected for an oral presentation will be informed about the type and date of the session and presentation guidelines will be provided.
- Authors of abstracts selected for a poster presentation will be informed about the date of the poster session and will receive guidelines for their presentation.
- All accepted abstracts will be published in the digital abstract book, which is published as a supplement of HemaSphere.
- Withdrawal policy: If authors wish to withdraw their abstracts from presentation or publication they are requested to send a letter via e-mail to the congress secretariat by May 2, 2022. Consequently, the abstract will not be presented nor published.



### Procedure abstract review & selection

All abstracts submitted by March 1, will be reviewed by an international panel of experts (representing all subspecialties and a large number of countries). The authors assign their abstracts to one of currently 35 topics and for each topic at least 5 reviewers are asked to score all abstracts in that category. Within 10 days after the closure of the abstract submission, the reviewers (a total of 250 - 300 experts) are requested to read and score each abstract in their category based on the scientific merit. If fewer than 4 reviewers return their evaluation for a given topic, the SPC chair recruits additional reviewers in that field to meet this minimal requirement.

The scoring system is a scale ranging from 1 to 8, with a qualitative explanation of each grade. Once all abstracts have been reviewed, the scores are averaged.

A coordinating reviewer per abstract topic will be installed with the goal of identifying discrepancies in the scores, organizing the discussion of abstracts and the validation of merit abstracts. Following the review week, teleconferences will be scheduled between the coordinating reviewer and the reviewers of each topic, to review the scores and select the abstracts for the program.

The outcome of each teleconference is reviewed during a meeting in March 2022 by the Scientific Program Committee (23 members), Advisory Board (24 members) and coordinating reviewers if not part of the SPC or AB. During the meeting the oral sessions will be made and the abstract program will be finalized.

### Abstract embargo policy

- The information contained in the abstracts is embargoed until the abstracts are made available online by EHA.
- All accepted abstracts are embargoed until **Thursday, May 12, 2022; 16:00 CEST**. On this date and time, they will be published via [www.ehaweb.org](http://www.ehaweb.org).
- Coverage of information that goes beyond what is contained in the abstract (e.g. additional analysis, commentary, or updated information from those individuals and companies involved in the study) is embargoed according to the following criteria:
  - **For Presidential Symposium presentations:** The embargo is lifted at the start of the Presidential Symposium; Saturday, June 11, 14:45 CEST, unless the abstract is part of an official EHA Press Briefing in which case the embargo lifts on the date and time of the Press Briefing (if earlier).
  - **For oral presentations:** The embargo is lifted on Friday, June 10, 09:00 CEST.
  - **For (e)poster presentations:** The embargo is lifted at the moment the poster area at the congress center opens and/or the e-posters are published on the virtual congress platform; Friday, June 10, 09:00 CEST.
  - **For Late-Breaking oral presentations:** The embargo is lifted at the start of the Late-Breaking Oral Session; Sunday, June 12, 09:45 CEST, unless the abstract is part of an official EHA Press Briefing in which case the embargo lifts on the date and time of the Press Briefing (if earlier).



- **For publication-only abstracts:** The embargo is lifted when the abstract is first made publicly available on May 12, 2022; 16:00 CEST. These abstracts are not presented during the EHA Hybrid Congress.
- This embargo policy covers all abstracts accepted as part of the EHA2022 Hybrid Congress, regardless of the source from which the information is obtained. Third parties are obliged to abide by the Congress Embargo Policy. Should an embargo be broken, both the third party and the person involved will be held responsible and liable.

### Timeline

<b>January 1</b>	Submission website is open
<b>March 1</b>	Submission deadline
<b>March 4 - 14</b>	Abstract review
<b>By April 22</b>	Announcement allocation of abstracts to authors



## Abstract Topics

1. Acute lymphoblastic leukemia - Biology & translational research
2. Acute lymphoblastic leukemia - Clinical
3. Acute myeloid leukemia - Biology & translational research
4. Acute myeloid leukemia - Clinical
5. Chronic lymphocytic leukemia and related disorders - Biology & translational research
6. Chronic lymphocytic leukemia and related disorders - Clinical
7. Chronic myeloid leukemia - Biology & translational research
8. Chronic myeloid leukemia - Clinical
9. Myelodysplastic syndromes - Biology & translational research
10. Myelodysplastic syndromes - Clinical
11. Bone marrow failure syndromes incl. PNH - Biology & translational research
12. Bone marrow failure syndromes incl. PNH - Clinical
13. Myeloma and other monoclonal gammopathies - Biology & translational research
14. Myeloma and other monoclonal gammopathies - Clinical
15. Myeloproliferative neoplasms - Biology & translational research
16. Myeloproliferative neoplasms - Clinical
17. Hodgkin lymphoma - Clinical
18. Indolent and mantle-cell non-Hodgkin lymphoma - Clinical
19. Aggressive Non-Hodgkin lymphoma - Clinical
20. Lymphoma biology & translational research
21. Stem cell transplantation - Experimental
22. Stem cell transplantation - Clinical
23. Hematopoiesis, stem cells and microenvironment
24. Gene therapy, cellular immunotherapy and vaccination - Biology & translational research
25. Gene therapy, cellular immunotherapy and vaccination - Clinical
26. Sickle cell disease
27. Thalassemias
28. Enzymopathies, membranopathies and other anemias
29. Iron metabolism, deficiency and overload
30. Infections in hematology (incl. supportive care/therapy)
31. Transfusion medicine
32. Platelet disorders
33. Bleeding disorders (congenital and acquired)
34. Thrombosis and vascular biology - Biology & translational research
35. Quality of life, palliative care, ethics and health economics



## **EHA Travel / Participation Grants**

Travel or Participation grants will be available for investigators with accepted abstracts (Travel and Participation grants are specially intended to support young investigators; therefore, applicants should be 36 years or younger of age).

- Travel grants provide complimentary registration and € 500 for travel arrangements for the upcoming EHA Hybrid Congress.
- Participation grants provide complimentary registration for virtual only attendance.

Several grants have been reserved for abstract authors from countries with lower- and lower/middle-income economies according to the WHO ranking.

When submitting an abstract the author must apply for a grant simultaneously. The SPC will then decide, in accordance with the scores of the abstracts, which abstract receives a grant. This will be announced to the submitting author by e-mail by April 22, 2022.

### **Application criteria**

Authors wishing to be considered for a grant should be:

- the submitting, first and presenting author of a submitted abstract
- a junior member of EHA (main criterion: 36 years or younger of age)
- membership fee has been paid by March 1, 2022.

### **How to apply for a Travel / Participation Grant**

Complete the online grant application form on the [EHA website](#). The deadline for grant applications and additional information is March 1, 2022 (in parallel with the deadline for abstract submission). Only complete online applications, meeting all the above criteria, will be considered.

In the online application form you can indicate whether you wish to apply for a Travel Grant (Hybrid attendance) or a Participation Grant (Virtual attendance).

Should you have any questions or queries, contact us at [travelgrants@ehaweb.org](mailto:travelgrants@ehaweb.org).



## How to submit an abstract

For access to the abstract form, you will first require a login name and password. You may choose your own login name and password. If you have already used MCI's B-Com program before for EHA or another congress, you can use these login details.

### Step by step guide:

1. **Contact information** - Fill in all fields marked with (\*).

Note: the person submitting the abstract will be the one who is contacted regarding an abstract status when announced by April 22, 2022.

2. **Submission type selection** - Read and accept the terms, Click next.
3. **Abstract Classification** - fill in all fields marked with (\*).
4. **Authors** - Please follow instructions for all author and co-author details here. Note that the first entry in the table is pre-filled with the submitter's details. This entry can be removed by clicking on (X).
5. **Abstract body** - Here you enter your abstract and upload an image/figure if you have this (please note instructions on the right side of the page, and for image information this is beneath the gray upload box).
6. **Abstract Preview** - You will then be able to preview your abstract. If your abstract has met all requirements you will see a gray box "set as final submission". You click this box only when you are happy with your abstract to finally submit for review.

If your abstract does not meet the requirements you will be asked to save it as a draft. You can then login in as often as you wish before the deadline to amend until you are happy with it and it meets all requirements.

7. **Confirmation** - Once you click "set as final submission" your abstract is set for review. However, before the submission deadline (March 1, 2022; 23:59 CET), you will be able to login again and edit your abstract. Note that you will no longer be able to edit your abstract after the submission deadline.

After submitting ther abstract successfully, the submitting author will receive a confirmation of the submission by e-mail.





## Abstract format information

General format:

- Character count: 3600 including spaces and punctuation
- Title count: 200 characters including spaces
- Title case: Upper
- Max. number of lines: 45
- Max. number of keywords: 4

All abstract body content sections are mandatory (e.g. background, aims, methods, results, conclusion/summary.)

### Image sizing guideline:

You can upload a JPG, GIF or PNG file.

If your upload does not work, try a smaller picture.

	Minimum	Maximum
Width	1 pixels	500 pixels
Height	1 pixels	500 pixels
Size	1 KB	1 000 KB
Resolution	1 dpi	600 dpi

- 1 image can be submitted
- Table can be used

Image is not included in the Character count

### Author affiliation guide:

- Department
- Institution - Mandatory
- City - Mandatory
- Country - Mandatory

Only 1 presenting author

1 submitting author – (this person is the one who is contacted with regards to feedback of their abstract)

No co-author count (unlimited)

### Contact information

Should you require further help with your abstract submission or have any questions, please contact the congress secretariat:

MCI The Netherlands

Tel: +31 (0)20 570 96 00

Fax: +31 (0)20 673 73 06

E-mail: [aha@mci-group.com](mailto:aha@mci-group.com)



## **EHA Copyright**

Material published in the Annual Congress Abstract Book is covered by copyright. All rights reserved. No part of the publication may be reproduced, stored in a retrieval system, translated, or transmitted in any form or by any means now or hereafter known, electronic or mechanical, without permission in writing from the publisher, the European Hematology Association (EHA).

### **Republication & reprints**

#### **Authors reusing their own material**

Authors have permission to do the following after their article or abstract has been published, either in print or online.

- Reprint the abstract in print collections of the author's own writing.
- Present the work orally in its entirety.
- Use the abstract in theses and/or dissertation.
- Reproduce the abstract for use in courses the author is teaching. If the author is employed by an academic institution, that institution may also reproduce the abstract for course teaching.
- Distribute photocopies of the abstract to colleagues, but only for noncommercial purposes.
- Reuse figures and tables created by the author in future works.
- Post a copy of the abstract on the author's personal website, departmental website, and/or the university intranet. A hyperlink to the abstract / publication on the EHA website must be included.
- Abstracts accepted and presented during the EHA Annual Congress may be submitted as encore abstracts to meetings commencing after the Congress dates, with the reference that it has been accepted and presented at the EHA Annual Congress.
- Authors and third parties wishing to order (commercial) reprints should contact EHA by e-mailing [info@ehaweb.org](mailto:info@ehaweb.org).

Authors reusing their own material in the above ways do not need to contact EHA for permission. For all other uses, the author must request permission from EHA by e-mailing [info@ehaweb.org](mailto:info@ehaweb.org).

#### **Citations**

The author must include the following citation when citing material, after their article or abstract has been published:

Abstract Book:

Author(s), Title, Journal, Year; Volume (Supplement nr): Page(s). Abstract nr XXX.



## Translation Rights

EHA permits abstracts to be translated into foreign languages, which can be reprinted for distribution. Please see our terms and conditions below:

- Nothing may be added to or deleted from the original text, figures, references or editorial notes.
- No product advertising or company logos will be permitted in foreign language reprints. No content that was not originally published as part of the abstract may be printed together with the abstract as one printed piece. A tracking number for inventory purposes may be printed on the back of the reprints, but nowhere else.
- If any attachments, such as product information, are to be distributed with the reprinted abstract, the following methods only may be used:
  - Insert product information into reprint as a loose leaf
  - Staple product information to reprint after the translated reprint has been bound
- EHA reserves the right to inspect the content and the packaging for the foreign language edition of the abstract prior to distribution.
- The following disclaimer must be included on the back of all translated reprints. The disclaimer must appear in English, as well as in the language of the reprint.

“© European Hematology Association. Reprinted with permission from the European Hematology Association, which does not endorse any particular uses of this document. The European Hematology Association is not responsible for the completeness or the accuracy of the translation.

For further information, or to request permission to translate an abstract, please contact EHA by e-mailing [info@ehaweb.org](mailto:info@ehaweb.org).

## Applicable law and jurisdiction

These Terms and conditions are governed by the laws of the Netherlands. Any dispute related to these terms and conditions and the use or publication of the abstract shall be exclusively submitted to the District court in the Hague, the Netherlands.

###