



## ABSTRACT SUBMISSION TERMS AND CONDITIONS 2018

### Introduction

The abstract submission terms and conditions (“Terms & Conditions”) of the EHA Annual Congress are intended to provide clear instructions before submitting an abstract. You are kindly requested to carefully read the guidelines 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 requirements or is in violation of them.

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## Deadline abstract submission

The deadline for abstract submission is March 1, 2018. Submissions received after this deadline will not be considered.

## General abstract guidelines

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 The Scientific Program Committee (SPC) encourages the submission of original scientific material unpublished at the time of the abstract submission deadline: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 2018) are allowed to be submitted to the EHA 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 submitted to large international meetings in the preceding year (2017), such as the American Society of Hematology (ASH), American Society of Clinical Oncology (ASCO), International Society of Thrombosis and Haemostasis (ISTH) and the International Congress on Malignant Lymphomas (ICML) may also be submitted, provided that 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 irrevocably and unconditionally transfer, which transfer EHA hereby accepts, any and all copyright to the abstract to EHA. After the abstract has been published, either in print or online, authors retain the right to:
  - reprint the article in print collections of the author's own writing;
  - present the work orally in its entirety;
  - use the article in theses and/or dissertation;
  - reproduce the article for use in courses the author is teaching. If the author is employed by an academic institution, that institution may also reproduce the article for course teaching;
  - distribute photocopies of the article to colleagues, but only for non-commercial purposes;
  - reuse figures and tables created by the author in future works; and
  - post a copy of the article on the author's personal website, departmental website, and/or the university intranet. A hyperlink to the article / publication on the EHA website must be included.

EHA will utilize the copyright in a reasonable way, related to the publishing, republishing and transfer of copyrights of submitted abstracts.
4. Submitted abstracts are considered embargoed from the time of submission.
5. 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.
6. Case reports are generally not accepted unless they bring significant and novel biological information.
7. The abstract title and text may not contain trade names. The SPC reserves the right to replace trade names in accepted abstracts.
8. The submitting author must disclose which companies, private or public organizations provided funding for the research in the submitted abstract.
9. In clinical studies, please state whether informed consent was obtained.
10. If off label use of drugs was involved, please state this clearly.
11. Authors shall not submit the same study in multiple abstracts. Abstracts that appear as more than one version of a single study will be rejected.



12. Similarly, authors shall 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.
13. 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.
14. 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.
- The submitting author will receive a confirmation of acceptance for oral presentation, poster presentation, publication only or a notice of rejection, by e-mail before April 30, 2018.
- 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.
- Poster presenters will be informed about the date of the poster session and will receive guidelines for the poster preparation.
- All accepted abstracts will be published in the EHA Annual Congress Abstract Book.
- 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; [eha@mci-group.com](mailto:eha@mci-group.com) before May 1, 2018. Consequently, the abstract will not be presented nor published.

#### **Procedure abstract review & selection**

All abstracts submitted before March 1, 2018, will be reviewed by an international panel of experts (representing all subspecialties and many countries). The authors assign their abstracts to one of currently 36 topics and for each topic 6 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 the minimal requirement.

The scoring system is a scale ranging from 1 to 10, with a qualitative explanation of each grade. Once all abstracts have been reviewed, the scores are averaged.

Following the review week teleconferences will be scheduled between the coordinating reviewer and the reviewers of each topic. During the teleconferences the scoring and possible discrepancies will be discussed. The result of the teleconferences is the final selection of sessions and abstracts for each abstract topic.



EUROPEAN  
HEMATOLOGY  
ASSOCIATION

The total overview of sessions will be discussed and/or modified, and approved during a meeting in March 2018 by the Scientific Program Committee (22 members), Advisory Board (25 members) and coordinating reviewers if not part of the SPC or AB.



## 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. Hodgkin lymphoma - Biology & Translational Research
19. Non-Hodgkin lymphoma Biology & Translational Research
20. Indolent Non-Hodgkin lymphoma - Clinical
21. Aggressive Non-Hodgkin lymphoma - Clinical
22. Stem cell transplantation - Experimental
23. Stem cell transplantation - Clinical
24. Hematopoiesis, stem cells and microenvironment
25. Gene therapy, cellular immunotherapy and vaccination - Biology & Translational Research
26. Gene therapy, cellular immunotherapy and vaccination - Clinical
27. Sickle cell disease
28. Thalassemias
29. Enzymopathies, membranopathies and other anemias
30. Iron metabolism, deficiency and overload
31. Infectious diseases, supportive care
32. Transfusion medicine
33. Platelets disorders
34. Bleeding disorders (congenital and acquired)
35. Thrombosis and vascular Biology & Translational Research
36. Quality of life, palliative care, ethics and health economics



## **EHA Travel Grants**

Travel grants, consisting of € 500 and free registration for the Congress, will be available for authors with accepted abstracts. Travel grants are specially intended to support young abstract authors; therefore, applicants should be 36 years or younger of age.

A number of travel grants have been reserved for abstract authors from countries with lower- and lower/middle-income economies.

The SPC will decide, according to the scores of the abstracts, which abstract receives a travel grant. This will be announced to the submitting author by e-mail before April 30, 2018.

### **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 before March 1, 2018.

### **How to apply for a travel grant**

Complete the online travel grant application form on the EHA website. The deadline for travel grant applications, supporting documents and additional information is March 1, 2018 (in parallel with the deadline for abstract submission). Only complete online applications, meeting all the above criteria, will be considered.

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 that the submitting author will be contacted regarding an abstract status when announced as of April 1<sup>st</sup>.

2. **Submission type selection** - Read and accept the declaration, 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 grey upload box).
6. **Abstract Preview** - You will then be able to preview your abstract. If your abstract has met all requirements, you will here see a grey 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 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, 2018; 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 your abstract successfully, you and the co-authors 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:

Image Options		
	Min	Max
Width (in px)	1	500
Height (in px)	1	500
Size (in KB)	1	1,000
DPI	1	300

Only JPG, GIF or PNG file can be uploaded.

- 1 image can be submitted
- Table can be used
- Image is not included in the Character count

### Author affiliation guide:

- Department
- Institute - Mandatory
- City - Mandatory
- Country - Mandatory

Only 1 presenting author

1 submitting author - (this person is 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 Amsterdam

Tel: +31 (0)20 570 96 00

Fax: +31 (0)20 673 73 06

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





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- Post a copy of the article on the author's personal website, departmental website, and/or the university intranet. A hyperlink to the article / publication on the EHA website must be included.

The author must include the following citation when citing material:

Hematology Education:

Title, Author(s), Hematology Education, Year, beginning page number-ending page number.

Abstract Book:

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

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