ABSTRACT SUBMISSION GUIDELINES

1. General Information

The abstract submission is open to vascular surgeons, trainees, nurses, technicians and specialists of all related disciplines.

Timeline

- Abstract submissions open: Monday, 15 January 2018
- Abstract submissions close: Tuesday, 3 April 2018 (23:59 CET)
- Notification of acceptance: Friday, 18 May 2018
- Early bird registration deadline: Friday, 1 June 2018
- Deadline to confirm acceptance: Friday, 15 June 2018

2. Abstract Submission Categories

Abstracts should address vascular surgery on all aspects. Each abstract submission will be associated with a corresponding category found in the predefined list of categories for a total of 14 categories. The submitter is required to select the most appropriate category for the abstract in the online submission form. All entries should fall under one of the 14 categories below:

<table>
<thead>
<tr>
<th>Abdominal Aortic Diseases</th>
<th>Thoracic &amp; Thoraco-abdominal Aortic Disease</th>
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</thead>
<tbody>
<tr>
<td>Case Reports</td>
<td>Vascular Access</td>
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<tr>
<td>Chronic Wound Management</td>
<td>Vascular Biology</td>
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<tr>
<td>Clinical Trials</td>
<td>Vascular Imaging</td>
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<tr>
<td>Miscellaneous</td>
<td>Vascular Nursing</td>
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<tr>
<td>Peripheral Arterial Disease</td>
<td>Vascular Trauma</td>
</tr>
<tr>
<td>Supra-aortic &amp; carotid arterial disease</td>
<td>Venous Disease (incl. malformations)</td>
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For any questions regarding the abstract submission process, please contact the ESVS Annual Meeting Secretariat at esvs_valencia2018@mci-group.com
3. Types of Presentations

- **FAST-TRACK PRESENTATIONS SESSIONS**

A Fast-Track Presentation is a short oral communication of 4 minutes, presented in front of a Jury, on the first day of the Meeting (Tuesday, 25 September 2018). Each presentation is followed by 2 minutes for questions from the Jury or audience. A total of 160 abstracts will be selected as Fast-Track Presentations. The authors of top-scored presentations will have the opportunity to present an extended version of their abstract in one of the Plenary Scientific Sessions on the following days of the congress. Therefore, we encourage all presenters of selected abstracts to prepare a short version (4 minutes) and an extended version (8 minutes) of their presentation. All Fast-Track Presenters should be available all four days of the congress.

- **ORAL PRIZE SESSION**

The 10 highest rated abstracts will be selected directly for oral presentation and will be included in the Prize Scientific Session. Authors of abstracts selected for the Prize Session will be communicated their date and time of presentation on May 18, 2018. These will not present during the Fast-Track Abstract Sessions.

- **POSTER PRESENTATIONS SESSIONS & PRIZE POSTER SESSION**

Authors of abstracts selected for poster presentation will be required to set up their poster by Wednesday, 26 September at 10:00 at the latest. The Poster Presentations dedicated sessions will take place on Wednesday and Thursday during lunch time from 13:15 – 14:00. Presenters will be divided in groups and allocated 5 minutes for presentation and 2 minutes to answer questions from a designated Jury member. All Poster presenters are required to be present next to their poster 5 minutes before the start of the session. The Jury will select 10 posters (5 per Poster Presentation Session) and invite them to present an extended version of their presentation on Friday morning in the Prize Poster Session. Authors of the three top-scored posters will be offered a monetary Prize.

**NEW THIS YEAR – Delegates’ Choice Award**

This year, delegates will be invited to rate the posters through the Annual Meeting App. The top-rated Poster will be announced during the Closing Ceremony on Friday, 28 September and be offered a Prize.

**IMPORTANT NOTICE:**

- All abstract submitters should be prepared to present their abstract as an oral communication or poster presentation.
- Abstract presenters that would like to be excluded from presenting an oral communication can indicate their preference in the appropriate box on the online abstract submission form.
- The abstract review committee reserves the right to assign a different presentation format from the one selected by the presenting author.

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### 4. Abstract Format

<table>
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<th>SECTION</th>
<th>DESCRIPTION</th>
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| Author(s)                | - The person submitting the abstract should be the presenting author of the work.  
- The ESVS respects the Vancouver agreement on authorship, and in light of that, only accepts a maximum of 8 authors from single-centre reports. In case of a multicentre study, and in particular multi-national collaborations, more than 8 authors are accepted. |
| Abstract Title           | - The title should provide a reasonable completed description of the study that was conducted, and sometimes even foreshadow the findings. The title should be informative, concise and intelligible.  
- Abstract title should be min. 20 words and max. 150 words. |
| Abstract Body            | The following format must be followed:                                                                                                                                                                     |
|                          | **Introduction**  
The introduction should be a brief section designed to inform of the relevance of the research and include a short history of relevant background that leads to a statement of the problem that is being addressed. |
|                          | **Methods**  
The methods section should contain sufficient information to be able to understand the experimental design, the analytical techniques and the statistics used in the study. |
|                          | **Results**  
The results section describes but does not interpret. The presentation data may be either chronological to correspond with the methods or in the order of most to least important. |
|                          | **Conclusion**  
The conclusions section should provide only conclusion of the study directly supported by the results, along with implications for clinical practice, avoiding speculation. |
| Abstract Layout          | - Abstracts must be submitted in English.  
- The total length of the abstract should be min. 1300 characters (incl. blank spaces and punctuation) and max. 3500 characters.  
- References can be included |
| Graphics, Tables & Images| Up to one graphic, table and image can be included in the abstract. Graphics and images should be included in high quality and follow criteria below:  
|                          | **Width** | min 90 pixels | max 750 pixels |
|                          | **Height** | min 90 pixels | max 750 pixels |
|                          | **Size**   | min 30 KB     | max 750 KB     |
|                          | **Resolution** | min 96 dpi | max 750 dpi |
|                          | Allowed file type: gif, jpg, png |
| References               | References are allowed and are not included in the overall count of words of the abstract.                                                                                                               |
5. Submission Policy

Submitted abstracts must describe unpublished work (as full papers) at the moment of the submission. Unpublished abstracts presented at other scientific meetings (different specialties) will be considered. Abstracts will be published exactly as submitted. Any abstract considered unsuitable for reproduction will not be published.

IMPORTANT NOTICE: The authors should try to avoid to reveal the name of the country or center submitting the abstract, since the abstracts are evaluated in a blinded fashion. The reviewing committee understands the difficulty this may present in the case of multinational studies, nevertheless, authors are strongly encouraged to not reveal the origin of the work.

6. Review and Acceptance

The scientific committee will review the abstracts according to the relevance to ESVS, objectivity of statements, suitability of methods, conclusions confirmed by objective results, scientific value, originality of work and overall impression.

The notification of acceptance or rejection will be sent out on 18 May 2018. Should the presenting author be unable to present the abstract, one of the co-authors can present in his/her place. An email from the presenting author indicating the change is requested and must be received by the ESVS Secretariat by June 15, 2018.

7. Registration and expenses

All presenting authors of selected abstracts will need to register for the ESVS 32nd Annual Meeting in due time. Please remember that early registration is more economic. The deadline for Early Bird Registration is June 1st, 2018. The ESVS will not cover costs incurred in submitting an abstract or poster, or for travel and accommodation costs for presenting authors.

The ESVS is looking forward to receiving your abstract for the 32nd Annual Meeting in Valencia, Spain!

For any questions regarding the abstract submission process, please contact the ESVS Annual Meeting Secretariat at esvs_valencia2018@mci-group.com