

## How to use the online abstract submission system

**IMPORTANT:** ESCP will only accept abstracts not previously presented to or under consideration by another **European** or **International** forum that would conflict with presentation at ESCP. ESCP will accept abstracts that have been presented at a national meeting or in your own country, however may choose not to publish it if it has already been published. **Please ensure you declare all relevant details when you submit your abstract.**

### Important Information

1. Abstracts must be submitted **using the on-screen form – there is no template**
2. If you are submitting more than one abstract you can use the same email address and password for each abstract
3. Abstracts are required for all papers and posters; each abstract must be less than 200 words
4. A blind selection process will be used; please therefore **DO NOT enter author names in the body of your abstract**, use the relevant fields and ensure that they are in the correct order

### Preparation of Your Abstract

1. **Use the fields provided** for author **names** and **institutions**
2. Author names **must** be entered in the order in which you wish them to appear in the printed text. Names omitted from the submitted abstract will **not** be printed in the author index or the final programme
3. Keep the **abstract title** as brief as possible but long enough to indicate clearly the nature of the study
4. **Do NOT use capital letters except for the first letter of the title** and do not use a full stop at the end, for example:

☺ **Rectal cancer surgery without bowel preparation: the French GRECCAR III multicenter single-blinded randomized trial**

☹ **RECTAL CANCER CURGERY WITHOUT BOWEL PREPARATION:THE FRENCH GRECCAR III MULTICENTRE SINGLE-BLINDED RANDOMIZED TRIAL**

☹ **Rectal Cancer Surgery without Bowel Preparation: The French GRECCAR III Multi Centre Single-Blinded Randomized Trial.**

5. **Do not** put into the main body of the abstract:
  - Any **identifying features** such as names of hospitals, medical school, clinic or city
  - **Names of authors**
6. Abstracts must use the headings Aim, Method, Results and Conclusion and state the work briefly and clearly:  
  
Aim:                    Cleary state the purpose of the abstract  
Method:                Describe your selection of observations or experimental subjects clearly  
Results:                Present your results in a logical sequence  
Conclusion:            Emphasize new and important aspects of the study and conclusions that are drawn from them
7. Enter your abstract into the box provided, you may return to this at any time to edit/add to your submission.

### **Amending a submission**

You may wish to change your answers to some of the questions on the submission form, or even to change the abstract itself.

1. Log in to the submission system
2. You will see a list of the abstracts that you have submitted; click on the abstract that you wish to change
3. The process of amending an abstract is the same as the original submission process, except that the submission form will be automatically filled in with the answers that you gave previously – you don't have to change an answer if you don't want to
4. When you reach the final step and press "Finish" you will be sent an e-mail confirming that your abstract has been amended, provided you have answered all the mandatory questions

### **Withdrawing an abstract**

If you want to withdraw an abstract, please contact the ESCP Secretariat on [info@escp.eu.com](mailto:info@escp.eu.com)

**Please remember, entering names within the body of your abstract may result in your abstract not being included.**