

# EndoBarcelona

## 8TH WORLD CONGRESS

for Endoscopic Surgery of the Paranasal  
Sinuses, Skull Base, Brain and Spine  
Barcelona, July 5–8, 2018



## Abstract Submission Guidelines



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# Guidelines

**DEADLINE:  
31 JANUARY 2018  
AT 24:00 CET**

## INSTRUCTIONS TO AUTHORS

Carefully read the guidelines below before submitting your abstract. Acknowledgement of the receipt of your submission will also be sent to the corresponding author's e-mail address immediately upon submission. If you do not receive the confirmation e-mail, please do not submit the abstract again, instead please contact the Abstract team at [abstracts@endobarcelona2018.com](mailto:abstracts@endobarcelona2018.com) for advice.

Invited speakers are not required to submit abstracts to the lectures they are invited for.

## SUBMISSION GUIDELINES

- Abstracts **can only be submitted electronically** through the Congress website.
- You are allowed to be the presenting author of more than one abstract.
- You are allowed to be a co-author of more than one abstract.
- Submission of similar abstracts from the same group is discouraged.
- Abstracts will only be considered for presentation if they are not published or submitted for presentation elsewhere.

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### PERSONAL PAGE

When entering the abstract submission system for the first time, you will be asked to create a profile. Through your account you will be able to access your personal page to submit one or several abstracts. You can edit your abstracts until the late breaking submission deadline, 31 January 2018.

### ABSTRACT LANGUAGE AND LENGTH

Abstracts must be written in English. The maximum length allowed for an abstract is 2500 characters (approximately 350 words) including blank spaces. The abstract title, the author(s) or names of institutions are not included in the count of 2500 characters.

### ABSTRACT STRUCTURE AND CONTENT

In order to make the abstract as informative as possible, please include a brief statement of the purpose of the study and/or the underlying hypotheses, the method used, the results observed, and the conclusions based upon the results. It is inadequate to state "The results will be discussed" or "The data will be presented". You may subtitle the paragraphs in the following order: Introduction, Objectives, Results, and Conclusion.

The abstract title and body text should only include pharmacopoeia names printed in lower case. Trade names are not allowed. Non-proprietary (generic) names of drugs, written in lower case, are required the first time a drug is mentioned in the text. References, credits or the authors' academic degrees or grant support are not to be included in the abstract. Standard abbreviations may be employed in the text. Place special or unusual abbreviations in parentheses after the full wording at the first time it appears in the body of the text. Company names are not allowed in the title but can be named in the authors' affiliation.

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### DECLARATION OF CONFLICT OF INTEREST

EndoBarcelona2018 is committed to ensuring the integrity of its scientific, educational, and research programs. Abstract submission requires disclosure of any financial or other interest that might be construed as resulting in an actual, potential, or apparent conflict. The submitter is responsible for obtaining disclosure information from all co-authors, to be entered in the author section of the submission page.

### PRESENTATION FORMATS AND ABSTRACT TOPICS

Accepted abstracts selected by expert reviewers will be presented in any of the following sessions:

**Oral Presentation Sessions** (8 minutes) and **Poster Discussion Sessions** (3 minutes).

Authors can indicate their choice of preferred type of presentation in the provided space. In addition, authors should indicate the thematic area (see Abstract Topics) their abstract should be assigned to. Please note that the final decisions regarding the allocation and the type of presentation of the submitted abstract will be made by the Scientific Program Committee.

All presenting authors will receive detailed guidelines as soon as their abstract has been accepted.

It is the author's responsibility to submit a correct abstract. Any errors in spelling, grammar or scientific fact will be reproduced as typed by the author as no editing will be done by EndoBarcelona2018. Please note that abstracts may be rejected because of poor English or because they contain no/incomplete data.

**Neither for Oral Presentations nor Poster Sessions own laptops will be allowed.**

The application deadline is 31 January 2018.

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### ENDOBARCELONA2018 ABSTRACT AWARD

All abstract presenters automatically enter the competition for EndoBarcelona2018 abstract awards of EUR 300 each. The awardees will be announced during the Congress.

### NOTIFICATION OF ACCEPTANCE

Notifications of acceptance or rejection of the abstracts from the regular submission is by the end of February 2018.

The corresponding author receives all correspondence concerning the abstract and is responsible for informing all co-authors of the status of the abstract.

### REGISTRATION

The presenting author of an abstract must register for the Congress until 15 March 2018 (early bird fee).

Failure to do so will result in exclusion of the final scientific program.

**Presenters not registered before printing of the final program will have their abstract removed.**

**On-site registration is only possible for attendees without any oral or poster presentation.**

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### ASSISTANCE AND CONTACT

For any assistance for the submission of the abstract please contact the Congress secretariat at: [abstracts@endobarcelona2018.com](mailto:abstracts@endobarcelona2018.com)

### VISA

If needed, a letter of invitation for VISA application will be submitted for fully registered participants only.

Please provide us with a copy of your passport.

Should the Spanish Embassy reject your VISA application, please forward us a copy of that letter for full reimbursement (fees may apply from your Credit Card Company or bank).