

ABSTRACT SUBMISSION GUIDELINES

NEW Deadline 15th July 2019

EUGA invites you to submit an abstract to 12th EUGA Annual Congress.

GENERAL INFORMATION

All abstracts must be submitted from **15th May 2019** and be received before **15th July 2019** through the On-line Abstract Submission System.

The abstract text must be anonymous without any authors' or institutions' names. Do not include the name of the hospital, university or city.

The same affiliation can only be used on a maximum of 5 submitted abstracts. No more than 2 abstracts can be presented by the same author.

All abstract identification details, references, affiliations will be taken separately as part of the online submission process and will be merged again with the abstract text after review.

Abstracts must be original and should not been published or presented at any conferences prior to the EUGA 2019 Annual Meeting in Tel Aviv.

By submitting your abstract, you give permission to the EUGA to publish the abstract in the congress promotional material (brochures, EUGA websites and EJOG). In addition, if your abstract is entitled to presentation, you must be registered at the congress in order to present your communication. The Scientific Committee reserves the right to reject any abstract, at its sole discretion.

All abstracts will be reviewed by the Scientific Committee, and reviewing results will be announced by emailing a notice of acceptance/rejection to corresponding authors by **31st July 2019**. Instructions for podium/poster presentation will be sent to presenting authors of the accepted abstracts.

INSTRUCTIONS

Please read the following instructions carefully before preparing your abstract.

Abstract must be submitted through the online system for abstract submission, must be typed in ENGLISH using the abstract template (max 2 pages including tables & figures) available on the conference website and saved in the Microsoft Word format.

1. The text should be single spaced, composed with Microsoft Word with Arial size 10pt and saved with the extension '.doc'.
2. Use standard abbreviations and place a special or unusual abbreviation in parenthesis after the full word appears. Write numbers as numerals rather than words.
3. Fill in the abstract submission form and upload your paper at On-line Abstract Submission System.
4. For those who have difficulty in accessing the on-line system, please contact the EUGA Office at info@eugaoffice.org

Authors are strongly advised to ensure the accuracy of the submitted abstracts. Any mistakes in literature or in scientific facts will be published as typed.

5. The Scientific Committee of EUGA reserves the right to accept or refuse an abstract, to designate abstracts for either oral or poster presentation and to choose a suitable session for the abstract. The authors' preference on presentation type and subject will be taken into account.

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6. Participants interested in submitting a video, in addition to sending the abstract text in the aforementioned manner, must send the video with sound and the maximum duration of 5 minutes within 15th July 2019:

- By email: Wettransfer/Dropbox/Google Drive | info@eugaoffice.org

Please note that abstracts not complying with such requirements will be rejected. The video must not include any authors' or institutions' names nor the name of the hospital, university or city.

PRESENTATIONS METHOD(S)

Oral (Podium) presentation (5 min presentation + 2.5 min discussion)

Poster Oral presentation (3 min presentation + 2 min discussion)

Video presentation (5 min presentation + 2.5 min discussion). No more than 1 or 2 slides can be accepted for presenting the video itself or discussing the results

A-V NEEDS

Standard A/V equipment (Video Projector, Screen, Podium microphone) available.

ABSTRACT AGREEMENT

If your abstract is accepted for an oral or a poster session, you will be asked to agree to the following:

- Present the lecture in the session format assigned to you by the Scientific Committee
- Register for the conference and assume responsibility for your own registration, lodging and transportation as well as providing a substitute presenter in case of impossibility to attend the conference.

IMPORTANT REQUIREMENTS

Presenters of accepted abstracts must pre-register to the Meeting.

If changes to your presentation are necessary, you can make them in the on-line abstract section during submission period. You can do this by logging into the system with your last name and abstract PIN number, then choose the abstract you want to modify. You can modify/delete/change your abstract at any time during the abstract submission period.

Submission of the abstract implies the authors consent to publication.

ABSTRACT NOTIFICATIONS

Notification regarding abstract acceptance/rejection will be sent to corresponding author by within 31st July 2019. If you DO NOT receive any e-mail notification regarding your abstract submission by within 31st July 2019, please send an e-mail to info@eugaoffice.org

TOPICS

- Basic science and epidemiology
- Urinary Incontinence
- Prolapse
- Imaging and assessment
- Pregnancy and delivery

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BROWSERS

Internet Explorer
Mozilla Firefox
Google Chrome

Opera
Safari

AUTHORS

Please enter all authors names in the order they should appear in the heading of the abstract. Presenting author should be chosen and marked. Please only enter the authors names in the online application form when required and leave your word file anonymous.

At least one of the authors of an accepted abstract must register to the meeting by 10th September, or the abstract will be taken off the program.

Abstracts without a paid registration will be returned and replaced by the next abstract in line.

INSTITUTION/DEPARTMENT/CITY/COUNTRY

Enter institutional affiliations of all authors.

SPECIAL CHARACTERS AND FORMATTING

If you copy and paste the title and/or body from a word document, special characters or formatting may not transfer. You may have to replace special characters and/or insert formatting tags using the character palette in the abstract submission website.

RCT Trials

When RCT is submitted, authors have to declare at least that it conforms to the CONSORT recommendations otherwise it will be rejected.

CORRESPONDING AUTHOR

The Corresponding Author is the person, whose contact details data were given when creating a new account. S/He will receive all communication on abstract status from the EUGA office.

PROOF

Carefully check your abstract proof. Make sure all special characters and formatting is displaying properly in your proof. If you find errors, return to the abstract title, authors or body, and make your corrections. 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. Upon receipt of your submission, the system will automatically issue an e-mail confirmation (with the abstract's ID and title) to the corresponding author.

Submit your abstract online at www.eugaoffice.org or www.eugacongress.org

For technical information please contact the EUGA Office at info@eugaoffice.org