



10th EUGA Annual Congress
Leading lights in Urogynecology
19-21 October 2017, Crowne Plaza Fira Hotel

>> ABSTRACT GUIDELINES <<

Please note the deadline for abstract submission is 30th June 2017

EUGA invites you to submit an abstract to 10th EUGA Annual Congress - Leading lights in Urogynecology.

GENERAL INFORMATION

All abstracts must be submitted from **1st April 2017** and be received before **30th June 2017** 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.

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 2017 Annual Meeting in Barcelona.

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

All abstracts will be reviewed by the Educational & Scientific Committee, and reviewing results will be announced by emailing a notice of acceptance/rejection to corresponding authors by **31st July 2017**. 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 available on the conference website and saved in the Microsoft Word format. Abstracts must contain no more than **300 words**, excluding authors' names and affiliations and may contain figures/tables. The words limit is 200 if containing tables or figures (not including authors' information).

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



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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 Educational & 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.

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 30th June 2017:

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

Please note that the abstracts not complying with such requirements will be rejected.

PRESENTATIONS METHOD(S)

Oral (Podium) presentation

Poster Discussion presentation

Video presentation

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 for 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 lastname 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 31st July 2017. If you DO NOT receive any e-mail notification regarding your abstract submission by 31st July 2017, please send an e-mail to info@eugaoffice.org



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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.

INSTITUTION/DEPARTMENT/CITY/COUNTRY

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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.

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.

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