

# Conditions for submitting an abstract

**DEADLINE: 15 February 2014, midnight (CET)**

## How to submit an abstract

Abstracts on the particular subjects can be submitted exclusively online: [www.aga-kongress.info](http://www.aga-kongress.info). Applications via fax, e-mail, etc. cannot be taken into consideration! Notifications about acceptance or refusal will be sent out during May 2014

## Language

Abstracts for the Research Day should be submitted and presented in English. Abstracts for other topics should be submitted in German (exceptions accepted).

## Size, content

The abstract is limited to 3.000 characters incl. gaps. Modifications to abstracts that are already registered are possible up to the application deadline.

The following structure of the abstract is mandatory: Title, objective, method, result and conclusion. Concerning the methods it has to be clear if it is a prospective or a retrospective study and how the data has been obtained. Statistical data have to be specified. The test execution of experimental studies has to be understandable. The described methodology of data entry and data evaluation of clinical papers must be traceable. The abstract has to contain all relevant data and figures. To assure an anonymous handling, it is not allowed to mention any names of the author or of the hospital or of the location of the hospital in the text/paper.

## Publication

Results that have already been published or that have been lectured elsewhere cannot be submitted. All authors listed have to give their consent regarding the abstract text, publication in the abstract volume, the APP, the congress programme as well as the publication on the congress website.

## Rules & regulations

It is not allowed to submit an abstract several times to different subjects of the congress. The lecturer must be listed first. The number of authors including the lecturer is limited to 6 people. The person, who is mentioned first, is responsible for the compliance with ethic regulations and the law on animal protection. The abstract text has to be written in a way that it is usable for printing/publishing.

## Posters

Poster submissions are welcome via the abstract submission platform as well. The selection of the type of presentation (oral or poster) is done at the end of the abstract-submission process. The posters will be displayed at the congress traditionally in hard-copy.

## **Evaluation**

All submitted abstracts will be reviewed anonymously by several experts. Abstracts that show formal errors (multi-submission for the same congress, not anonymised, already published elsewhere), are going to be rejected.

## **Presentation**

Oral presentations must be handed over on-site as a digital presentation on a CD-ROM or a USB data stick. Data projectors are available in all lecture halls. Individual notebooks cannot be installed. Exclusive presentation format is Microsoft Power Point (from version 97) for Windows. Please note incompatibilities between Apple-Macintosh and the operating system of Windows! Videos have to be stored in the delivered data files.

## **Congress participation**

The presenting author of an accepted abstract is eligible for a free congress ticket. All other authors need to register at their own expenses.

## **Best Poster Prize**

In 2014 it is planned to again award the 4 best posters. The evaluation will be based on the review result of the abstract and the graphical presentation of the hard-copy. The winners of the first prize will be offered the option for a short presentation in the main hall.