

## AETE Virtual 2021 ABSTRACT SUBMISSION GUIDE

We invite you to submit an abstract to present your research at an AETE digital seminar and to display an e-poster on our website.

### General information

- Data presented in the submitted abstracts must be original and may not have been accepted for publication elsewhere, nor have been presented at any national or international meeting prior to the AETE Virtual 2021 Webinars.
- Abstracts should be submitted in clear English to allow the reviewers to focus on the scientific content of the abstract. Non-English speaking authors are encouraged to have their abstract checked for grammar and spelling.
- Accepted abstracts will be published in the **AETE webinar proceedings**.
- Abstracts must be submitted through the online platform Conftool and **submissions will close at 11:59:59 CET on May 15<sup>th</sup>**.

### Instructions for Submitting an Abstract

1. To begin your abstract submission, go to the [abstract submission website](#)
2. If you registered last year for the conference, you do not have to create a new user account in Conftool. If not, you create a NEW user account first in the Conftool Conference Administration.
3. Once you have filled the registration form with your information, select **Submit and Begin with submission of Contribution**. Once the account has been created, just select “**SUBMIT YOUR ABSTRACT and overview your submissions**”.
4. Read the information provided at the top of the page.
5. In section **Submitting your abstract**, you will be asked to submit your abstract to an appropriate **track** for abstract peer-review.
6. In section **Submission Format**, you will be asked to select the **format of your submission**. Abstracts may be submitted for oral or poster presentations (see below for more information).
7. **Information on Author(s)**
  - a. **Author(s):**

List the **full first and last name** of each author. Do not use an initial instead of a full first name. Initials are optional and permitted for middle name(s).

Examples:

Anthony C. Hamilton, Charles Smith

The maximum number of authors is 15.

**b. Organization(s):**

List affiliations in the following format: Department (optional), Company/Institute, City, State, and Country. No other details are required.

Do not list full postal addresses.

Examples:

University of Murcia, Murcia, Spain

The Hebrew University of Jerusalem, Jerusalem, Israel

**8. Contribution Details**

**Title of the contribution:**

Capitalize only the first word, leaving all others lowercase unless proper nouns. Do NOT bold or italicize the entire title. Do NOT include any author information in the title.

**Abstract**

*Word Limit:*

Abstracts are limited to 3250 characters, including spaces. The title, keywords, and acknowledgments are included in the 3250-character limit. However, the **authors and affiliations are not included.**

*Formatting:*

The content must include objectives, materials and methods, results, and conclusions. Do not use sub-headings (e.g., introduction, methods, conclusion) in your abstract. Tables and figures will not be accepted. With the exception of established abbreviations (e.g., FSH, LH, hCG, eCG, BSA, IVF, IVP), abbreviations must be defined in full the first time they appear in the text of the abstract. Commercial products and other materials should be identified in the text by manufacturer name, city, and country. Dosages and routes of administration should be specified. The statistical methods used in the analysis must be indicated. References should be summarized (consisting of

first author, journal, volume, page, and year) and appear in the same sentence as the quoted text.

### **Keywords**

Please enter up to three keywords for your contribution here in lower cases, separated by commas. For example: embryo, freezing, cattle

**You will receive a confirmation when you submit your abstract.** If you do not receive these confirmations, please check your 'spam' folders.

All abstract notifications will be sent to the e-mail address of the **abstract submitter**. It is the responsibility of the abstract submitter to distribute the information to any presenting authors and/or co-authors.

### **Presentation Formats**

Abstracts may be submitted for oral or poster presentations.

#### **Short Oral Communication:**

- Abstract submitters are invited to present their results as a *Short Oral communication*
- Entries are judged for scientific quality and topic by the members of the board.
- The abstract submitter will be informed by the end of June whether their abstract has been selected to be presented as a Short Oral Communication in one of the 2 Webinars held in September-October
- A date of the session and presentation guidelines will be provided by mid-July.
- At the AETE Virtual 2021 webinar, the presenters will be requested to prepare a short oral presentation (10 minutes + 5 minutes for questions).
- A first-place winner for the **best oral communication** will be awarded a cash prize 250 € and complementary registration for AETE 2022.
- Webinar attendees will have the chance to vote for the best oral presentation.
- All authors who have an accepted oral presentation agree to provide a scientific poster as well.

#### **Poster presentation:**

- Abstract submitters are invited, after abstract acceptance, to present their results as a Poster presentation.

- Guidelines for poster preparation and information about the date of the poster session will be uploaded in the AETE website by mid-July.