Guidelines for abstract submission

Abstract submission requirements

1. The ESCAIDE Scientific Committee encourages submissions that present data for action, introduce new ideas, and bring new understanding to the field. Abstracts should address work that is relevant, interesting and topical.

2. ESCAIDE focuses on infectious diseases where outbreak events are unforeseen and happen quickly. Hence, the presentation of emerging threats and prevention tools are key elements to the Conference.

3. As a principle, ESCAIDE abstracts should contain original material from recent work that is not yet in the public domain and, in general, abstracts of published work are discouraged. However, there are circumstances that an abstract addressing work already in the public domain retains public health value for the ESCAIDE audience. For abstracts where most of the data have been published already, we request the author to give a link to the publication in question when submitting the abstract.

4. Abstracts must be submitted online, we do not accept abstracts submitted via fax or email.

5. Abstracts must be submitted and presented in English using UK English spelling.

Abstract structure and content

Contact details: Fill in formal title, initials, first name, surname, organisation, address and other details of the contact person for the abstract.

Submission tracks: Each abstract should be tagged with one disease group (topic) and one health function, i.e. when submitting an abstract the author should choose one track from the disease groups and one track from the health functions. These tracks should be chosen to match the content of the abstract. This is important since the tracks will be used to allocate the abstract to the correct reviewers, i.e. those who are experts in the selected topics.

Disease groups:

- Antimicrobial resistance
- Healthcare-associated infections
- Emerging and vector-borne diseases
- Food- and waterborne diseases and zoonoses
- HIV, sexually transmitted infections and viral hepatitis
- Tuberculosis and other respiratory diseases (excluding viruses)
- Vaccine preventable diseases
- Influenza and other respiratory viruses (except SARS-CoV-2)
- COVID-19

Health functions:

- Burden of disease

- Field epidemiology (e.g. outbreak investigations)

- Implementation science (e.g. integration of research findings and evidence into public health policy and practice; monitoring and evaluation of programmes)

- International health and migration

- Microbiology

- Modelling, bioinformatics and other biostatistical methods

- Novel methods in epidemiology (e.g. digital disease detection, e-health)

- Novel methods in microbiology (e.g. new diagnostic tools)

- Preparedness (e.g. preparedness planning, simulation exercises, after action reviews)

- Surveillance

- Toolkits

Abstract title: Choose a title that reflects the main message of the abstract. Please spell out pathogen names. Please do not capitalise the entire title and/or begin each word with a capital letter.

Keywords: Please include 4-6 key words; use terms listed in the Medical Subject Headings (MESH) from the Index Medicus (http://www.nlm.nih.gov/mesh/)

Affiliations, authors & co-authors: List all authors and co-authors in the fields provided for authors, co-authors and affiliations. If authors have different affiliations, please do not number the affiliation(s) as this will be done automatically by the system.

Consortium, network or group: If the abstract is co-authored by a consortium, network or group, you do not have to list all the co-authors. Please just fill in the name of the consortium, network or group.

Presenter: Fill in the details of the person who will present the abstract. This is very important, as their name will be included in the ESCAIDE programme and in the abstract book.

Preferred presentation method[1]: You are requested to indicate your preference for an oral or poster presentation when submitting an abstract. This will be taken into account where relevant, but is non-binding. The final decision is made by the ESCAIDE Scientific Committee. Before you submit your abstract, we recommend you to read the Reviewers' guidelines.

- **Oral presentation:** it can happen in real time or it can be pre-recorded (see below 'Preferred presentation format'.

- **Poster:** poster exhibition, where posters submitted in advance are available for consultation with chat feature and interactive options for Q&A.

Preferred presentation format[1]: You are also asked to indicate your preference to present in real time or to pre-record and upload your presentation. This will be taken into account where relevant, but is non-binding. In this case, the final decision is made by the ESCAIDE organisers according with the virtual platform capacity and features.

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[1] More information about the presentation methods and formats, incl. instructions, testing and/or uploading of presentations will be available in due time.

- **Real time presentation (live panels)**: the presenter connects in real time to participate in a panel of talks mediated by a moderator, with Q&A session at the end.

- **Pre-recorded pitches**: presentations recorded and uploaded in advance, with chat feature and interactive options for Q&A.

Abstract background, methods, results and conclusions: The text should **not exceed 275 words**. Please do not repeat the headings of 'background', 'methods', 'results' or 'conclusions'.

General Information

6. After submitting an abstract, a confirmation is sent to the e-mail address of the contact author (as provided in the system). Therefore, please make sure you have entered the correct email address in the submission system. If your email address change afterwards, please notify the organisers at logistics@escaideconference.eu

7. It is the author's responsibility to submit a correct abstract. Any errors in spelling, grammar or scientific fact in the abstract text will be reproduced as typed by the author. Corrections to abstracts can be made by **14 September 2020**, i.e. the submissions deadline, directly in the submission system. **No requests for changes will be allowed after this date**.

8. After the close of the abstract call, each abstract will undergo a peer review process (see below). This determines if the abstract will be accepted for ESCAIDE. Authors will receive notification of acceptance or rejection via email by **16 October**. Please add logistics@escaideconference.eu this e-mail address to your email Address book/Contacts and make sure our notifications are not considered spam by your e-mail provider. **Please note that only the contact author will receive this notification**.

9. All accepted abstract presenters are required to register to attend ESCAIDE, or to notify the organisers via e-mail of their intention to withdraw the abstract before **2 November 2020**.

10. Abstracts will be removed from the Conference programme and Abstract book if by **2 November 2020, the presenter has not:**

- registered to attend the conference;

- confirmed participation (for 'Real time'/ live panel presenters)

- uploaded the pre-recorded presentation or submitted the poster (for 'Pre-recorded presentations' and 'Poster exhibits');

- nominated a co-author or other individual who has registered for the conference to present the work on their behalf.

11. Real time presenters (live panels) that do not connect online to test and to present their works will be removed from the Abstract book and from the Conference programme.

12. If a presenting author cannot connect online to test and to present at the time proposed, the organisers should be informed (logistics@escaideconference.eu). If a new presentation slot is proposed and not respected, the presenter incurs a penalty, prohibiting acceptance of abstracts for a period of 3 years. Those subject to this penalty will be informed in writing.