



# Guidelines for late breaker abstract submission

## Abstract submission requirements

- a. The late breaker abstract call will be open from 1 September until 20 September (23:59 CET). We welcome abstracts in all areas related to infectious disease prevention and control, including epidemiology, public health microbiology, surveillance, and the application of tools and methods to support infectious disease outbreaks or interventions.
- b. 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.
- c. 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. There are circumstances that an abstract addressing work already in the public domain retains public health value for the ESCAIDE audience. However, in general, abstracts of published work are discouraged. 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.
- d. Abstracts must be submitted online, we do not accept abstracts submitted via fax or email.
- e. Abstracts must be submitted and presented in English using UK English spelling.

## Eligibility

Late breaker abstracts may be eligible for both oral and poster presentation at the conference. To be eligible, the abstract must fulfil all the following criteria:

1. Report on acute urgent public health problems OR b) contain novel, surprising findings.
2. Report data or information that was unavailable before the deadline for submission in the general call for abstracts for ESCAIDE (19 May 2021).
3. Has not been published before.

Abstracts submitted for the regular program, but were rejected, are not eligible for consideration as late breaker abstracts, unless they were rejected because critical data were not yet available.

## Abstract structure and content

**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	Health functions
<ul style="list-style-type: none"><li>• Antimicrobial resistance</li><li>• Healthcare-associated infections</li><li>• Emerging and vector-borne diseases</li><li>• Food- and waterborne diseases and zoonoses</li><li>• HIV, sexually transmitted infections and viral hepatitis</li><li>• Tuberculosis and other respiratory diseases (excluding viruses)</li><li>• Vaccine preventable diseases</li><li>• Influenza and other respiratory viruses (except SARS-CoV-2)</li><li>• COVID-19</li></ul>	<ul style="list-style-type: none"><li>• Burden of disease</li><li>• Field epidemiology (e.g. outbreak investigations)</li><li>• Implementation science (e.g. integration of research findings and evidence into public health policy and practice; monitoring and evaluation of programmes)</li><li>• International health and migration</li><li>• Microbiology</li><li>• Modelling, bioinformatics and other biostatistical methods</li><li>• Novel methods in epidemiology (e.g. digital disease detection, e-health)</li><li>• Novel methods in microbiology (e.g. new diagnostic tools)</li><li>• Preparedness (e.g. preparedness planning, simulation exercises, after action reviews)</li><li>• Surveillance</li><li>• Toolkits</li></ul>

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

**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:** 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 and the final decision is made by the ESCAIDE Scientific Committee.

- **Oral presentation:** in this format, the presentations are pre-recorded (maximum 10 minutes), and a Q&A session is organised *live* during the conference days. A chat feature (text only) is also available for additional Q&As.
- **Poster presentation:** in this format, posters are submitted in advance on a dedicated platform. The presentation of each poster is presented in a 3-5 minute presentation slot. A chat feature (text only) is also available to enable Q&As.

**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 and deadlines

- a. Before submitting an abstract, please read the ESCAIDE Guidelines for reviewers and the ESCAIDE Guidelines for abstract selection.
- b. 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](mailto:logistics@escaideconference.eu).
- c. 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 **20 September 2021**, i.e., the submission deadline, directly in the submission system (but only for abstracts that were "saved" but not "submitted"). No requests for changes will be allowed after this date.
- d. After the close of the abstract call, each abstract will undergo a peer review process. The review process of late breakers is done in two-steps carried out by the ESCAIDE Scientific Committee:
  - o Step 1 is for checking the eligibility of the abstract for consideration as a late breaker; see "Eligibility" above.
  - o Step 2 is the review of the submitted abstracts, according to the process and criteria used for standard abstracts; see "ESCAIDE Guidelines for reviewers".
- e. Each abstract is reviewed independently by three Scientific Committee members who access the overall quality of the abstract. The placement of each abstract into the ESCAIDE programme is based on the result of those reviews and on the programme capacity.
- f. Authors will receive notification of acceptance or rejection via email during the **week of 4 October 2021**. Please add [abstracts@escaideconference.eu](mailto:abstracts@escaideconference.eu), to your email address book 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.
- g. 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 12 October 2021**.
- h. Abstracts will be removed from the Conference programme and Abstract book if by 22 October 2021, the presenter has not:
  - o Registered to attend the conference.
  - o Pre-recorded the presentations (when applicable) and/or performed technical checks (for both Oral and Poster presenters).
  - o Nominated a co-author or other individual who has registered for the conference to present the work on their behalf.
- i. Presenters of oral presentations have the obligation to pre-record their presentations and perform a technical check in advance of the conference dates and according with the schedule presented by the organisers. Additional information will be provided. Fail to do so will result in respective abstracts being removed from the Abstract book and from the Conference programme.
- j. If a presenter cannot perform the pre-recording or technical check at the time proposed, the organisers should be informed ([logistics@escaideconference.eu](mailto: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.

THANK YOU!