

Abstract Guidelines & Submission

**Late Breaking Abstract Submission
is now closed!**

Key Dates

Abstract Submission Opens	29 June 2022
Abstract Regular Submission Deadline	Thursday, 6 October 2022 midnight CET (23:59)
Abstract Regular Submission Extended Deadline	Wednesday, 19 October 2022 midnight CET (23:59)
Late Breaking Abstract Deadline	Tuesday, 15 November 2022 midnight CET (23:59)
Abstract Notifications*	Sent 22 November 2022
Late Breaking Abstract Notifications*	Sent 24 November 2022

**Note all efforts are made to send notification by the planned date. Should there be any delays with the selection process, a revised date will be posted here.*

Rules for Submission

Please read the submission rules before submitting an abstract.

- Abstracts must be submitted online via the website only.
ABSTRACTS SUBMITTED BY EMAIL WILL NOT BE ACCEPTED.
- **Presentation Type:** Abstracts may be submitted for oral

or e-Poster. (**Late breaking abstracts can only be submitted for e-Poster.**)

The Scientific Committee will determine whether the abstract will be accepted for presentation, with consideration given to the author's preference.

- Abstracts must be received by the announced deadline. Abstracts received after the deadline will not be considered.

Limitations

- The same person may **submit** up to 5 abstracts regardless of presenting author.
- The same person may serve as a **presenting author** on up to 3 abstracts.
- Presenting authors must be registered participants. Only abstracts of authors who have paid their registration fees by the **deadline indicated in the notification email**, will be scheduled for presentation and included for publication.
- Submission of an abstract acknowledges your acceptance for the abstract to be published in the official Conference publications.
- The presenting author is required to ensure that all co-authors are aware of the content of the abstract and agree to its submission, before submitting the abstract.
- Additional information will be sent to the submitters in due course.
- All accepted abstracts will be published in the peer-reviewed journal Diabetes Technology & Therapeutics, published by Mary Ann Liebert, Inc., Publishers. The Journal is indexed in PubMed.
- Abstracts must be submitted in English.

All abstracts should be submitted and presented in clear English with accurate grammar and spelling of a quality suitable for publication. If you need help, please arrange for the review of your abstract by a colleague

who is a native English speaker, by a university specific publications office (or other similar facility) or by a copy editor, prior to submission.

- **Disclosure of Conflicts of Interest:** Abstract submitters will be required to disclose any conflict of interests in the submission form.

Instructions for preparation of presentations will be made available on the conference website in due course.

Guidelines for Submission

□ **Before you begin, please prepare the following information:**

- □ **Presenting author's contact details:**
 - Full first and family name(s)
 - Email address
 - Affiliation details: department, institution / hospital, city state (if relevant), Country
 - Phone number
- **Author and co-authors' details**
- **Preferred Presentation type:** Oral Presentation/ e-Poster
- **Abstract title** – must be in **UPPER CASE** and **limited to 25 words**. Please submit symbols as words.
- **Abstract text** – **limited to 250 words** including acknowledgments. (Please Note: word count is affected when graphs/tables are included).
- **Abstract topic**– select the abstract topic per the [list of topics](#).
- **Images**– The maximum file size of each image is 500 KB. The maximum pixel size of the graph/image is 600(w) x 800(h) pixel. You may upload images in JPG, GIF or PNG format. Note: images don't affect the word count.
- Abstracts should clearly state:
 - Background and aims**
 - Methods**

Results

Conclusions

- Use only standard abbreviations. Place special or unusual abbreviations in parentheses after the full word the first time it appears.
- Use generic names of drugs. The presentation must be balanced and contain no commercial promotional content.
- Submissions may not contain patient names, hospital ID numbers or other identifying information.
- Click on the SUBMIT button at the end of the process in order to save your abstract. You may log in to the system later to make changes to your abstract, up to the submission deadline. **After the deadline, changes will not be possible.**
- You will receive an abstract reference number via email after you have submitted your abstract. Please refer to this abstract number in all correspondence regarding the abstract.
- Please [contact us](#) if you have not received confirmation that your abstract has been submitted.
- Please do not submit multiple copies of the same abstract.

Abstract Submitters' Declaration

During abstract submission you will be asked to confirm that you agree to the following:

1. I confirm that I previewed this abstract and that all information is correct. I accept that the content of this abstract **cannot be modified or corrected after final submission** and I am aware that it will be published as submitted.
2. Submission of the abstract constitutes **the consent of all authors** to publication (e.g. Conference website, programs, other promotions, etc.)

3. The Abstract Submitter warrants and represents that no part of the information and content provided by him/her (Hereafter: the “**Content**”) to ATTD 2023 and Kenes International (Hereafter: the “**Organizers**”), nor the publication of any such Content by the Organizers, on the internet or otherwise infringes any third party rights, including but not limited to privacy rights and/or intellectual property rights.
4. The Abstract Submitter grants the Organizers a copyright license to reproduce, publish, translate, distribute, and display the text of the Content on a royalty-free, perpetual, irrevocable nonexclusive basis.
5. I herewith confirm that the contact details saved in this system are those of the presenting author, who will be notified about the status of the abstract. The presenting author is responsible for informing the other authors about the status of the abstract. The submitting author may request to be copied on abstract correspondence.
6. I understand that the presenting author must be a registered participant.
7. The Organizers reserve the right to remove from publication and/or presentation an abstract which does not comply with the above.
8. I understand that I must select a specific Theme, Topic and/or Sub-Topic for my abstract allocation. Although the Committee will work hard to honor this selection, this cannot be guaranteed. The Committee reserves the right to change the Theme, Topic or Sub-Topic under which the abstract was originally submitted.

For further information regarding the abstract submission please contact ATTD_abstracts@kenes.com