NCHIV 2019: call for abstracts

> **We encourage submission of innovative research across relevant scientific disciplines that advances the field and has been conducted by Netherlands-based researchers either within or outside the Netherlands.**

Please read the following guidelines carefully <u>before</u> submitting your abstract:

Submission guidelines

- Abstracts can only be submitted online via the conference website; submissions by fax, post or e-mail will not be considered.
- Abstracts must be written in English.
- The abstract text body is limited to a maximum of 400 words. Titles are limited to 30 words.
- A maximum of one table and one graph/image (in JPG, GIF, TIFF or PNG with ideally 600 dpi, a minimum size of 500 KB and a maximum size of 10 MB) can be included. These will not count toward the word limit, nor will the information about authors, institutions and study groups.
- Abstracts should be structured and include concise statements outlining:
  - Background - study objectives, hypothesis to be tested, or description of the problem
  - Methods - methods used or approach taken
  - Results – present, as clearly and in as much detail as possible, the findings/outcome of the study, summarising any specific results (incl. statistical analysis when appropriate)
  - Conclusion – description of the main outcome of the study, explaining the significance of the findings, and detailing future implications of the results.
- Authors are strongly encouraged to provide proper quantification of key results, including those from experimental basic/translational research, in the form of an illustrative table or figure.
- It is the author's responsibility to submit a correct abstract. Any errors in spelling, grammar or scientific fact will be reproduced as typed by the author.
- The abstract theme is the general heading under which your abstract will be reviewed. Please choose the theme which best suits the subject of your abstract: *Pathogenesis, Epidemiology, Treatment, or Prevention*.
- If you have any questions regarding your abstract submission, please contact the registration office at registration@parthen.nl, phone +31 20 57273 15.

Resubmission policy

- Work that has been previously published or presented at a national, regional or international meeting should only be submitted provided that important new findings (e.g., relevant updates) have been included.
- If preliminary or partial data have been published or presented previously, the submitting author will be required to provide details of such publication or presentation, along with a justification of why the abstract merits consideration for NCHIV 2019. This information will be considered by the Scientific Programme Committee when making final decisions.
- If the author neglects to provide these required details and justification, or if evidence of previous publication or presentation is found without important new findings, the abstract will be rejected.

Rule of two

Each author may present a maximum of two abstracts at the conference. The number of submissions, however, is not limited. Should an author have more than two abstracts accepted for presentation, a co-author must be named as presenting author for one or more abstracts.

Deadline for abstract submission

Abstracts must be submitted before **6 September 2019**, 9 AM (09:00, CET). Abstracts submitted after this time will not be considered.

Submission confirmation

After submission of the abstract, the submitting author will receive a confirmation email. If you do not receive a confirmation email, please contact us at registration@parthen.nl.

Abstract review

All submitted abstracts go through a blinded peer-review process carried out by selected expert reviewers. The following criteria will be considered by the reviewers:
1) Is there a clear background and justified objective?
2) Is the methodology or design appropriate for the objectives?
3) Are the results important and clearly presented?
4) Are the conclusions supported by the results?
5) Is the study original, and does it contribute to the field?

Abstract selection

The scientific programme committee will make the final selection of abstracts for inclusion in the conference programme. Abstracts can be selected for oral presentation during one of the four plenary sessions or for presentation as a poster.

Notification of acceptance or rejection

Notification of acceptance or rejection will be sent to the submitting author by mid October 2019. Please note that the submitting author who receives this notification email is responsible for informing all co-authors of the status of the abstract. Authors whose abstracts have been accepted will receive instructions for the presentation of their abstract.

Publication policy

All accepted abstracts and the final programme, will only be published on the NCHIV website. All NCHIV participants will also receive a link to a conference app through which the abstracts and final programme can be accessed. In addition, all oral and poster presentations will be published on the NCHIV website, providing author approval has been granted.

Conference registration

Presenting authors are required to register separately for the conference. For registration, please go to www.nchiv.org.

Joep Lange & Jacqueline van Tongeren Junior Investigator's Award

This year the scientific programme committee will once again select the best abstract submitted by a junior scientist to be awarded the Joep Lange & Jacqueline van Tongeren Junior Investigator's Award.

To be considered for the award, authors must be in the process of gaining or have recently gained their PhD. In addition, the abstract must relate to work carried out in gaining their PhD.

The winning abstract author will be given the opportunity to present their abstract as an oral presentation during one of the conference sessions. They will also receive a prize to the value of €1000 to be spent within one year of NCHIV 2019 on research-related costs, such as attending a conference or textbooks.   .

The winning author will be announced during the final conference session.