

# GUIDELINES FOR ABSTRACT SUBMISSION

49<sup>th</sup> Annual Meeting of the Swiss Society of Nephrology (7.-8.12.17)

BEFORE SUBMISSION	
Abstract submission	Before submitting your abstract please read these guidelines
Submission Information	<p>The abstracts must be submitted electronically through the SSN abstract submission tool for consideration.</p> <p>There is no limit to the number of abstracts that an individual may submit.</p> <p>Hard copy abstracts (sent by email, fax or post) will not be considered!</p>
<p><b>Abstract structure</b></p> <p><i>Please adhere to these rules</i></p>	<p><u>Language:</u> Abstracts should be submitted in English only</p> <p><u>Title:</u> Do not use capital letters</p> <p><u>Authors:</u> Author and co-authors first names and family names (e.g. Marcus Smith); there is no limit on the authors allowed</p> <p><u>Affiliation:</u> Affiliation details of all authors <b>must contain:</b> Department, Institution/Hospital, City, Country</p> <p><u>Abstract body:</u> The body of the abstract must be uploaded as text document and is limited to 300 words (title, authors and tables/figures <b>do not</b> count).</p> <p><b>Organize it as follows:</b></p> <p><i>Background:</i> A statement of the purpose and the hypothesis of the study.</p> <p><i>Methods:</i> A concise description of the methods used.</p> <p><i>Results:</i> A summary of the results presented in just enough detail to support the conclusions.</p> <p><i>Conclusions:</i> A statement of the conclusions reached based on the presented data.</p> <p><u>Tables/Figures:</u> A maximum of three (3) is possible and must be submitted separately ("jpg", "gif", "bmp" or "png" are acceptable formats) in <b>black and white only</b>. As a rule the table/figure is placed after the results.</p> <p><u>Other:</u> Use only standard abbreviations. Use generic names of drugs. Express numbers as numerals.</p>

<b>Categories</b>	<ul style="list-style-type: none"> <li>◆ Clinical Nephrology / Hypertension / Mineral / Electrolytes</li> <li>◆ Basic Science / Genetics / Experimental Nephrology</li> <li>◆ Hemodialysis (HD) / Peritoneal Dialysis (PD)</li> <li>◆ Transplantation</li> </ul> <p>👍 <b>NCCR:</b> Abstracts resulting from an NCCR project must be labelled with "(NCCR project)" at the end of the title.</p>
<b>Online abstract tool</b>	Proceed to <a href="http://amssn2017.exordo.com/">http://amssn2017.exordo.com/</a> where you will be required to setup an account first
<b>ONCE YOU STARTED</b>	
<b>Deadline</b>	<p><b>Submission of your abstract will be possible until <u>Sunday, September 10, 2017</u> at 11.59 p.m. CET - sorry absolutely no prolongation possible!</b></p> <p>Please understand that abstracts submitted after this deadline cannot be considered.</p>
<b>Abstract editing</b>	You can edit <b>and</b> withdraw your abstract (status " <i>submitted</i> " and " <i>pending</i> ") until September 10, 2017 at 11.59 p.m. CET
<b>How to edit my abstract?</b>	<p>In just a few easy steps you can edit the abstract.</p> <p>➔ <a href="#">Go to how to edit my abstract</a></p>
<b>I have forgotten my password</b>	Go to the website and on the log in page, enter your email, press the return button and click 'Forgot my password'. You will receive an email with information on how to proceed.
<b>Confirmation of receipt</b>	<p>If you do not receive a confirmation of receipt within two business days of completing your submission, please email to the <a href="#">SSN Congress Office</a> straightaway.</p> <p>Lack of email confirmation indicates that we did not receive the submission.</p>
<b>Withdrawal of your abstract</b>	<p>If you wish to withdraw your abstract or if you are unable to attend the meeting immediately inform the <a href="#">SSN Congress Office</a> by email. Please indicate the exact title &amp; authors of the abstract.</p> <p>➔ After submission deadline, withdrawal requests will be accepted on a case-by-case basis, but the abstract may still appear in meeting publications.</p>
<b>ONCE YOU COMPLETED YOUR SUBMISSION</b>	
<b>Abstract Review Process</b>	<p>All abstracts will be reviewed by the SGN-SSN Scientific Committee. Based on several criteria (originality of the project, quality of methods and results, interest of the conclusion, etc.) an overall quality score is assigned to each abstract which serves as the basis for the ranking of an individual abstract.</p> <p>Please note that the number of <b>oral</b> presentations is limited. The choice of format (oral presentation / poster) is determined by the Scientific Committee.</p>

<b>Notification of acceptance</b>	Notification of acceptance will be sent to you by e-mail in week <b>40</b> . Please check your SPAM mail on regular intervals if you do not receive the notification!
<b>Registration to the SGN-SSN Annual Meeting</b>	The <b>presenting</b> author of all accepted abstracts must register for the Annual Meeting. If the presenting author is not registered he/she will not be allowed to present the poster or oral presentation. → <a href="#">Online Registration</a>
<b>Short note on oral presentations</b>	Unless otherwise stated, the time slot for oral presentations is 10 minutes (8 minutes presentation and 2 minutes discussion). Please note that only digital material will be allowed for presentations (please use an USB stick). Oral presentations must be given in English. A speaker center will be at your disposal, where you can prepare your presentation.
<b>Short note on poster presentations</b>	All posters will be considered for the poster award of the SGN-SSN annual meeting.  The evaluation of the posters by the Poster Prize Jury will take place during the poster walk on <b>Thursday December 7, 2017, from 17h30 to 18h30 in the poster area</b> . The poster format is DIN A0 (120cm x 90cm) (height x width).  The poster needs to be written in English.
<b>YOU HAVE QUESTIONS?</b>	
<a href="#">Contact the SSN Congress Office</a>	<a href="#">Nicole Giacomini</a> <a href="mailto:nicole.giacomini@meeting-com.ch">nicole.giacomini@meeting-com.ch</a>

March 2017