ABSTRACT SUBMISSION

55th Annual Meeting of the Swiss Society of Nephrology (7-8.12.2023)

_____

Abstract submission	Before submitting your abstract please read the Guidelines as below.
Online abstract tool	Proceed to https://sgn2023.exordo.com where you will be required to setup an account first. There is no limit to the number of abstracts that an individual may submit. Hard copy abstracts (sent by email, fax or post) will not be considered.

Abstract structure

Please adhere to these rules

Language: Abstracts should be submitted in English only

Title: Do not use capital letters

Authors: Author and co-authors first names and family names (e.g. Marcus Smith); there is no limit on the authors allowed

Affiliation: Affiliation details of all authors **must** contain (in this order): Department, Institution/Hospital, **City**, Country

Abstract body:
The body of the abstract must be uploaded as text document and is limited to 300 words (title, authors and tables/figures **do not** count).

Organize it as follows:

1) FOR AN ABSTRACT SUBMISSION
* *Background*: A statement of the purpose and the hypothesis of the study.
* *Methods*: A concise description of the methods used.
* *Results*: A summary of the results presented in just enough detail to support the conclusions.
* *Conclusions*: A statement of the conclusions reached based on the presented data.

2) FOR A CASE REPORT
* *Background*: A statement of the purpose and the hypothesis of the case.
* *Case description*: A description of the case.
* *Learning point*: A summary of the learning points.
* *Conclusions*: if you have no conclusion, please write "n/a" in this section.

Tables/Figures: A maximum of one (1) is possible and must be submitted separately ("jpg", "gif", "bmp" or "png" are acceptable formats) in black and white only. As a rule the table/figure is placed after the results.

Other: Use only standard abbreviations. Use generic names of drugs. Express numbers as numerals.

YSN Authors	**Abstracts*** submitted by YSN authors **(< 40 years old)** can apply to participate in the " **Young Swiss Nephrology Award**": please, answer "YES" to the additional question. The first author will be asked to mention his/her date of birth. The 4 best papers will have the possibility to present their work as Oral Presentation during the YSN Session, on Thursday, December 7, at 17.50-18.45 in Room Barcelone. One of them will be awarded **"Young (<40 yo) Swiss Nephrology Award 2023"** with a prize money award. ** this does not apply to case reports*
Deadline	Submission deadline is **Sunday, September 17, 2023 at 11.59 p.m. CET** - sorry absolutely no prolongation possible!
Category	♦ Abstracts ♦ Case reports
Publication of patient data	Keine Veröffentlichung von Patientendaten ohne schriftliche Einwilligung Pas de publication des données des patients sans consentement écrit. No publication of patient data without written consent
Abstract Review Process	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.
Confirmation of receipt	If you do not receive a confirmation of receipt within two business days of submission, please email the SSN Congress Office straightaway. Lack of email confirmation indicates that we did not receive the submission.
Notification of acceptance	Notification of acceptance will be sent to you by e-mail in week **41**. Please check your SPAM mail on regular intervals if you do not receive the notification!
Registration to the SGN-SSN Annual Meeting	The **presenting** author of all accepted abstracts must register for the Annual Meeting and pay the appropriate registration fees. If the presenting author is not registered he/she will not be allowed to present. Online Registration
Abstract editing	You can edit **and** withdraw your abstract (status "*submitted*" and "*pending*") until September 18, 2023 at 11.59 p.m. CET
How to edit my abstract?	In just a few easy steps you can edit the abstract. Follow description
I have forgotten my password	Go to the log in address, enter your email, press the return button on your keyboard and click 'Forgot my password'. You will receive an email with information on how to proceed.

Format of acceptance	The authors of all accepted abstracts will present their work **orally** and are expected to attend the meeting **in person**. The abstract will be attributed to different session by the Organizing Committee of the congress as such:
Long Oral presentation	The time slot for classical oral presentation is 9 minutes (7-minute presentation and 2-minute discussion).
Power pitch presentation (Short oral + Poster)	**The power pitch session** is designated to stimulate the discussion on posters. Each speaker will present the essence of his work in 3-minute presentation, followed by 2-minute discussion. **The abstracts selected for this session will be also presented as classical printed-out posters**. The poster format is DIN A0 (120cm x 85cm) (height x width). The best poster will be awarded with a dedicated prize.
Elevator pitch format	Selected case reports will be presented in the **"elevator pitch" format**, an innovative, dynamic presentation format aiming at the active interaction with the public. The first part of all authors will have 1 minute to present 1 slide to convince the jury (= audience) of the quality of their work, in order to be selected for the second part and the presentation of additional 5-minute presentation (+ 2mn-discussion).
Pecha-Kucha storytelling format (YSN best oral presentation)	Selected abstracts for the YSN Best Oral Presentation will be presented in the innovative **Pecha-Kucha storytelling format** (more about this format: www.pechakucha.com/about).
Notification of format	The authors will be notified in advance about the format of their presentation by the organizing committee. They will receive information on the specific format for an optimal preparation of their presentation. Please, note that only digital material will be allowed for presentation (please, use an USB stick). A speaker center will be at disposal to upload your presentation.
Language	All oral and poster presentations must be given in English.
Withdrawal of your abstract	If you wish to withdraw your abstract or if you are unable to attend the meeting immediately inform the SSN Congress Office. Please indicate the exact title & authors of the abstract. After submission deadline, withdrawal requests will be accepted on a case-by-case basis, but the abstract may still appear in meeting publications.
Further information on the format of selected abstracts	For any further information on the format of the selected abstracts as detailed above, please take contact with the SSN Congress Office.

SSN Congress Office
Nicole Giacomini
7.8.2023