

Annual Meeting of the Swiss Society of Neonatology 2016

Tuesday, January 12, 2016

►UNIVERSITY CHILDREN'S HOSPITAL BASEL (UKBB)◀

ABSTRACT SUBMISSION RULES

**SUBMISSIONS MUST BE SENT
BEFORE OCTOBER 15, 2015**

Before you begin, please prepare the following information and follow these rules:

- Presenting author's contact details; include full mailing address and fax number
- Presentation type preference (oral or poster)
- Author and co-authors' names: full name (e.g. Carl Smith).
- Affiliation details of all authors: Department; Institution / Hospital; City; State/Province (if relevant); Country
 - *For authors from different departments/institutions, designate with number in parenthesis immediately following author's last name (e.g., X. X. (1)), and use same parenthesis number immediately preceding institution name (e.g., (1)Dept. of XXX, University of XXX, City, (Country))*
- Abstracts should contain TEXT ONLY (no Tables, Figures, Graphs), and must be in English.
- Abstract title – must be in UPPER CASE and is limited to 25 words.
- Abstract text – no minima but up to 2500 characters.
- Abstracts should be as informative as possible and must use the following structured format:
 - Aims and Objectives
 - Materials and 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. Express numbers as numerals.
- We recommend typing your text directly into the field or copy-paste it from word-processing software (for example Word), with mention of authors and co-authors.
- Note:
 - You will not be able to see the abstract after pressing the Submit button
 - You will not receive a copy of your abstract so please save it accordingly on your own.

RULES FOR SUBMISSION

- Abstracts received after the deadline will not be considered.
- Abstracts must be original and must not represent previously published work.
- All authors and co-authors must be mentioned on the abstract, and are required to submit a Conflict of Interest/financial disclosure statement if relevant.

CONFIRMATION

- Notification of abstract acceptance and format will be announced on Notification Letter of Acceptance sent by email to the Author **by October 25, 2015**.
- The final choice of format (oral or poster) will be decided by the Scientific Committee.

PRACTICAL DETAILS

- The Scientific Committee will select a number of abstracts which could be presented as:
 - Oral presentation - **speaking time: 6mn and 3mn discussion**.
 - Posters (limited to 24).
- Abstracts accepted as poster will be presented in the poster exhibition.
Dimension of poster: **Height 100 cm and width 80cm**.

DISCLOSURE

Disclosure of financial relationships, that the author(s) may have with any manufacturer/supplier of any commercial products or services related to the work, must be indicated in the appropriate box on the online abstract submission form.

REGISTRATION

- **Presenting authors of abstracts must be registered as participant within the deadline of October 15, 2015. Presenters will be able to register online at a reduced fee of CHF 80.00, on www.meeting-com.ch.**

If you have problems submitting your abstract, you may contact us at: neonat@meeting-com.ch or Nicole Giacomini at Tel +41 (0)21 312 92 62.