

Annual Meeting of the Swiss Society of Neonatology 2023

Tuesday, May 9, 2023

►KULTUR & KONGRESSHAUS Aarau (KuK)◀

ABSTRACT SUBMISSION GUIDELINES FOR YOUNG CLINICIANS OR INVESTIGATORS

The oral presentation and the poster sessions are dedicated to “young clinicians or investigators”. In order to be chosen as a presenter of a short report or e-poster, the first author must fulfill all of the following criteria:

- a maximum of 10 years of clinical experience from passing the final medical exams (career interruptions due to major life events may be deductible);
- first author is not the head of a research group;
- first author is not an established university lecturer (i.e., not “Privatdozent”, no *venia legendi*);

SUBMISSION DEADLINE IS MARCH 30, 2023

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

- Present all author's contact details, including full mailing address
- Mention your preferred type of presentation (oral or poster)
- Mention the full name of all authors (e.g., Carl Smith).
- Affiliation details of all authors are required: Department; Institution / Hospital; City; State/Province (if relevant); Country
 - *For authors from different departments/institutions, designate those by number in parentheses 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 or pictures), 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 (spaces included)
- Abstracts of studies should be as informative as possible and should use the following structured format:
 - Aims and Objectives
 - Materials and Methods
 - Results
 - Conclusions
- Abstracts of case reports should be written succinctly and be structured as follows
 - Case History
 - Discussion
 - 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 all 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 be sure to save it locally on your computer.

RULES FOR SUBMISSION

- Abstracts received after the deadline will not be considered.
- Abstracts must be original and must not represent previously published work.
- When submitting their abstract, all authors agree to be displayed in the abstract book.

CONFIRMATION

- Notification of abstract acceptance and format will be announced on Notification Letter of Acceptance sent by email to the Authors in the week of **April 10, 2023**
- The final choice of format (oral, e-poster, or printed poster) will be decided by the Scientific Committee.

PRACTICAL DETAILS

- The Scientific Committee will allocate accepted abstracts to the following formats of presentation:
 - **Oral presentation** (limited to 6) - **speaking time: 6 min and 3 min discussion;**
 - **E-posters** (limited to 12) – **speaking time: 3 min and 1 min discussion;**
The e-poster format is a 3-slide PPT 16/9 presentation (*authors & affiliations on a 4th slide*)
 - Printed **poster** (unlimited number) – **vertical format DIN A0** (120cm high / 85cm width)

Please prepare all written content in English;

Presenters may speak in their native language or in English, based on personal choice;

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 submission form. Also, kindly take note of the following:

- **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 -**

REGISTRATION

- Presenters will be able to register online at a reduced fee of CHF 100.00, on www.meeting-com.ch/ / Conferences & Meetings

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