

BTS CONGRESS – CLASSICAL ABSTRACT SUBMISSION GUIDELINES

Please read the following guidelines before submitting your abstracts:

Abstract Submission Key Dates	Abstract Submission Opening Date and submission deadline: see congress announcement on BTS website.
Abstract Submission Methods	Abstract submission must be uploaded (as a word document) online only via the BTW website http://www.transplant.be Abstracts sent by e-mail or fax will not be accepted.
Abstract Tracks and Categories	Abstracts must be submitted under a specific category, that corresponds best to its content.
Types of sessions for accepted abstracts	Your abstract, if accepted, will fall under one of the following presentation types: <ul style="list-style-type: none">• Full Oral Presentation• e-Poster
Original vs. Encore	<ul style="list-style-type: none">• Abstracts will not be considered for presentation at upcoming BTS Congress 2023 if they have been published as full paper or accepted for publication before the submission date deadline.• Abstracts that have been presented at other national/international meetings prior to the upcoming BTS Congress, may be submitted.
Membership	Both BTS members and non-members are invited to submit abstracts for the upcoming BTS Congress.
Abstract Title	Title should be in capitals (bold, brief but long enough to clearly identify the nature of the body. Do not mention your institution in the title (= for blind evaluation).
Authors	<ul style="list-style-type: none">• Author's name and first name with number of affiliations in superscript. The name of the presenting author should be bold/underlined. No degrees nor titles. (e.g., Darius Tom¹)• The submitting author is responsible for the abstract content and is the contact person for communication purposes and dissemination of information to co-authors.• The submitting author needs to provide e-mail address, full name, and affiliation of all abstract co-authors.• The submitting author may nominate a co-author to present an abstract in their place.
Institution(s)	Institution(s) where the work was performed should follow.

Abstract Body	<p>The following rules apply to the abstract body:</p> <ul style="list-style-type: none">● Use single line spacing. Leave no top or left margins within the rectangle. Typing must be within the abstract box. The use of a font size of Arial 10 is obligatory'. Maximal word count is 300 words.● Authors may submit TABLES and/or GRAPHICS to the abstract with a maximum of 2 in total which must be added to the third page of the abstract template and not extent one 14 page (including figure/table + legend)). Please provide a figure/table and abbreviation legend as well..● Abstracts should be submitted in English only (preferably British spelling). Authors are responsible for proofreading and submitting an abstract without errors, as they will be reproduced in the form they were submitted.● Abbreviations can be used in an abstract body, provided they are defined at first usage.● Abstract body should not contain names of individuals, cities, medical centres, universities, or other institutions that could suggest the origin of the abstract to the reviewers.
Abstract Format	<p>Abstracts for the upcoming BTS Congress will be submitted as an MS WORD document during the online abstract submission procedure.</p> <p>The abstract body should have four sections:</p> <ul style="list-style-type: none">● Background: A short introduction indicating the rationale/aim of the study.● Methods: A brief description of the methodology.● Results: A summary of the results of the research.● Conclusions: A summary of the main findings (it is not satisfactory to say that "The results will be discussed").
Authors	<ul style="list-style-type: none">● The submitting author is responsible for the abstract content and is the contact person for communication purposes and dissemination of information to co-authors.● The submitting author needs to provide e-mail address, full name, and affiliation of all abstract co-authors.● The submitting author may nominate a co-author to present an abstract in their place.● A "Conflict of Interest" statement identifying any interests in products of processes involved in their activities should be mentioned during the oral presentation in case of abstract acceptance.

Submission

- The abstract submission platform will remain open until **15-12-2023**.
- An abstract should be submitted only once: resubmission is not permitted.

Reviewing

All submitted abstracts will be sent for peer review within the different committees of the Belgian Transplantation Society. Each abstract will be scored by at least five independent reviewers. The scores will then be submitted to the members of the Belgian Transplantation Society Board, who will determine which abstracts are accepted and for which format.

Notification & Registration

Submitting authors will be notified of acceptance of their regular abstract by mail at least 1 month before the congress.
Presenting authors should complete their registration 2 weeks before the congress.
Only abstracts of presenting authors who have registered for the upcoming BTS congress and have paid the registration fee by the indicated date will be scheduled for presentation.

Withdrawal

If the submitting author wishes to withdraw the abstract from the upcoming BTS congress after outcome notifications have been issued, they must submit a written request to info@transplant.be.

Publication & Embargo Policy

All accepted abstracts will be published online on the BTS website in the annual Congress Abstract Book (if created).

A copy of the PowerPoint presentation of the abstract, presented during the congress, might be published online (in pdf version) at the BTS website unless objection to publication declared on the abstract submission form.

All abstract presentations will be video recorded during the congress and published online at the BTS website unless objection to publication declared on the abstract submission form.
