

AETE-SBTE 2019 ABSTRACT SUBMISSION GUIDE

General information

- Data presented in the submitted abstracts must be original and may not have been accepted for publication elsewhere, nor have been presented at any national or international meeting prior to the AETE annual conference.
- Abstracts should be submitted in clear (American) English to allow the reviewers to focus on the scientific content of the abstract. Non-English speaking authors are encouraged to have their abstract checked for grammar and spelling.

Instructions for Submitting an Abstract

1. To begin your abstract submission, go to the [abstract submission website](#)
2. Create a NEW user account in the Conftool Conference Administration (Please note, you will need to register again for AETE2019 submissions, even if you submitted to last year's conference. You will need to do this only once).
3. Once you have filled the registration form with your information, select **Submit and Begin with submission of Contribution**. Once the account has been created, just select "SUBMIT YOUR ABSTRACT and overview your submissions".
4. Read the information provided at the top of the page.
5. In section **Submitting your abstract**, you will be asked to submit your abstract to an appropriate **track** for abstract peer-review.
6. In section **Submission Format**, you will be asked to select the **format of your submission**. Abstracts may be submitted for student competition, oral or poster presentations (see below for more information).
7. **Information on Author(s)**

- a. **Author(s):**

List the **full first and last name** of each author. Do not use an initial instead of a full first name. Initials are optional and permitted for middle name(s).

Examples:

Anthony C. Hamilton, Charles Smith

The maximum number of authors is 15.

b. Organization(s):

List affiliations in the following format: Department (optional), Company/Institute, City, State, and Country. No other details are required.

Do not list full postal addresses.

Examples:

University of Murcia, Murcia, Spain

The Hebrew University of Jerusalem, Jerusalem, Israel

8. Contribution Details

Title of the contribution:

Capitalize only the first word, leaving all others lowercase unless proper nouns. Do NOT bold or italicize the entire title. Do NOT include any author information in the title.

Abstract

Word Limit:

Abstracts are limited to 3250 characters, including spaces. The title, keywords, and acknowledgments are included in the 3250-character limit. However, the **authors and affiliations are not included.**

Formatting:

The content must include objectives, materials and methods, results, and conclusions. Do not use sub-headings (e.g., introduction, methods, conclusion) in your abstract. Tables and figures will not be accepted. With the exception of established abbreviations (e.g., FSH, LH, hCG, eCG, BSA, IVF, IVP), abbreviations must be defined in full the first time they appear in the text of the abstract. Commercial products and other materials should be identified in the text by manufacturer name, city, and country. Dosages and routes of administration should be specified. The statistical methods used in the analysis must be indicated. References should be summarized (consisting of first author, journal, volume, page, and year) and appear in the same sentence as the quoted text.

Keywords

Please enter up to three keywords for your contribution here in lower cases, separated by commas. For example: embryo, freezing, cattle

You will receive a confirmation when you submit your abstract. If you do not receive these confirmations, please check your 'spam' folders.

All abstract notifications will be sent to the e-mail address of the **abstract submitter**. It is the responsibility of the abstract submitter to distribute the information to any presenting authors and/or co-authors.

Presentation Formats

Abstracts may be submitted for student competition, oral or poster presentations.

Student Competition:

- *Masters and PhD students* may submit abstracts for consideration in the *AETE Student Competition*.
- The experimental data presented in the abstract must be original and must have been gathered during the student's degree program.
- He/she must be the first author and must have been a student at some point during the calendar year immediately prior to the annual meeting.
- Entries are judged by the members of the board on the quality of the abstract, and no more than five will be chosen for further competition.
- The abstract submitter will be informed of his/her abstract has been selected for the Student competition by the end of June.
- These five student finalists shall present their work the AETE annual meeting in poster and oral (10 minutes + 5 minutes for questions) format and they will be judged by the board members on the quality of their poster and oral presentation.
- A first-place winner for **student competition** will be awarded a cash prize (**750 €**) and **complementary registration** for AETE 2020.
- Students whose abstracts are not among the five selected for oral presentation have to present their data in the poster session.
- **Previous first-place award winners are not eligible to compete.**

Short Oral Communication:

- Abstract submitters are invited to present their results as a *Short Oral communication*.
- Entries are judged by the members of the board on the quality of the abstract.
- The abstract submitter will be informed by the end of June whether their abstract has been selected to be presented as a Short Oral Communication.
- A date of the session and presentation guidelines will be provided by mid-July.
- At the AETE annual conference, the presenters will be requested to prepare a short oral presentation (10 minutes + 5 minutes for questions).
- A first-place winner for the **best oral communication** will be awarded a cash prize 250 € and complementary registration for AETE 2020.
- Judges will be representative AETE members who have no conflicts of interest with respect to the presenters.
- Presenters whose abstracts are not among the selected for oral presentation have to present their data in the poster session by attending the conference or sending their posters with a representative who will make the presentation.

Poster presentation:

- Abstract submitters are invited, after abstract acceptance, to present their results as a Poster presentation.
- Guidelines for poster preparation and information about the date of the poster session will be uploaded in the AETE website by mid-July.
- A first-place winner for the **best poster presentation** will be awarded with a complementary registration for AETE 2020.
- The quality of the poster presentation will be judged by representative AETE members who have no conflicts of interest with respect to the presenters.