



ICCS Annual Meeting – 26- 29 September 2018
Fontana di Trevi Congress Centre Rome
ABSTRACT GUIDELINES

GENERAL INFORMATION

All abstracts must be submitted from **10th March, 2018** and be received before **20th April 2018** through the On-line Abstract Submission System.

The abstract text must be anonymous without any authors' or institutions' names. Do not include the name of the hospital, university or city.

All abstract identification details, references, affiliations will be taken separately as part of the online submission process and will be merged again with the abstract text after review.

Abstracts must be original and should not been published or presented at any conferences prior to the ICCS Meeting.

By submitting your abstract, you give permission to the ICCS to publish the abstract in the congress promotional material (brochures, ICCS websites). In addition, if your abstract is accepted, you must be registered at the congress in order to present your paper.

All abstracts will be reviewed by the ICCS Scientific Committee, and reviewing results will be announced by emailing a notice of acceptance/rejection to corresponding authors only by May 31, 2018. Instructions for podium/poster presentation will be sent to presenting authors of the accepted abstracts.

There will be an award for the best 3 podium presentations as well as for the best 3 poster presentations

INSTRUCTIONS

Please read the following instructions carefully before preparing your abstract.

Abstract must be submitted through the online system for abstract submission, must be typed in ENGLISH using the abstract template available on the conference website and saved in the Microsoft Word format.

Abstracts must contain no more than **300 words**, excluding authors' names and affiliations and may contain figures/tables. The words limit is 200 if containing tables or figures (not including authors' information).

1. The text should be single spaced, composed with Microsoft Word with Arial size 10pt and saved with the extension '.doc'.
2. Use standard abbreviations and place a special or unusual abbreviation in parenthesis after the full word appears. Write numbers as numerals rather than words.
3. Fill in the abstract submission form and upload your paper at On-line Abstract Submission System.
4. For those who have difficulty in accessing the on-line system, please contact the Organising secretariat at iccs2018@defoe.it

Authors are strongly advised to ensure the accuracy of the submitted abstracts. Any mistakes in the Title and or Authors/Affiliations will be published as typed in the programme brochure.



5. The Scientific Program Committee of the ICCS Meeting reserves the right to accept or refuse an abstract, to designate abstracts for either oral or poster presentation and to choose a suitable session for the abstract. The authors' preference on presentation type and subject will be taken into account.

6. Participants interested in submitting a video, in addition to sending the abstract text in the aforementioned manner, must be anonymous without any authors' or institutions' names. Do not include the name of the hospital, university or city and you must send the video with sound and the maximum duration of 5 minutes within 20th April 2018:

- By email: [Wetransfer/Dropbox/Google Drive | iccs2018@defoe.it](mailto:wetransfer/dropbox/google-drive-iccs2018@defoe.it)

Please note that the abstracts not complying with such requirements will be rejected.

PRESENTATIONS METHOD(S)

Oral (Podium) presentation

Poster Discussion presentation

Video (Surgical technique) presentation

A-V NEEDS

Standard A/V equipment (Video Projector, Screen, Podium microphone) available.

ABSTRACT AGREEMENT

If your abstract is accepted for an oral or a poster session, you will be asked to agree to the following:

- Present the lecture in the session format assigned to you by the Scientific Committee
- Register for the conference and assume responsibility for your own registration, lodging and transportation as well as providing a substitute presenter in case of impossibility to attend the conference.

IMPORTANT REQUIREMENTS

Presenters of accepted abstracts must pre-register for the Meeting.

If changes to your presentation are necessary, you can make them in the on-line abstract section during submission period. You can do this by logging into the system with your last name and abstract PIN number, then choose the abstract you want to modify. You can modify/delete/change your abstract at any time during the abstract submission period.

Submission of the abstract implies the authors consent to publication.

ABSTRACT NOTIFICATIONS

Notification regarding abstract acceptance/rejection will be sent to corresponding author by 31st May 2018.

If you DO NOT receive any e-mail notification regarding your abstract submission by 31st May 2018, please send an e-mail to iccs2018@defoe.it

BROWSERS

Internet Explorer

Mozilla Firefox

Google Chrome

Opera

Safari



AUTHORS

Please enter all authors names in the order they should appear in the heading of the abstract. Presenting author should be chosen and marked. Please only enter the authors names in the online application form when required and leave your word file anonymous.

INSTITUTION/DEPARTMENT/CITY/COUNTRY

Enter institutional affiliations of all authors.

SPECIAL CHARACTERS AND FORMATTING

If you copy and paste the title and/or body from a word document, special characters or formatting may not transfer. You may have to replace special characters and/or insert formatting tags using the character palette in the abstract submission website.

CORRESPONDING AUTHOR

The Corresponding Author is the person, whose contact details data were given when creating a new account. S/He will receive all communication on abstract status from the Organising Secretariat.

PROOF

Carefully check your abstract proof. Make sure all special characters and formatting is displaying properly in your proof. If you find errors, return to the abstract title, authors or body, and make your corrections. It is the author's responsibility to submit a correct abstract. Any errors in spelling, grammar, or scientific fact will be reproduced as typed by the author. Upon receipt of your submission, the system will automatically issue an e-mail confirmation (with the abstract's ID and title) to the corresponding author.

Submit your abstract online at www.iccs2018.info

For technical information please contact the Organising Secretariat at iccs2018@defoe.it