

# Welcome to the Abstract Submission Website for

# the 82<sup>es</sup> Journées de la SFP Paris

# Deadline for abstract submission: September 9, 2024 Results will be available in October 2024

# General information and submission procedures

Abstracts can only be submitted via this online Abstract Submission Service

#### Getting started

It is simple to set up your personal account and submit your abstract!

First of all, click on the button below marked **"Cliquez ici pour votre première connexion"** and follow the steps:

1- Enter your email address. It will be used to log into your personal account each time you visit the website.

2- Create your password. Your password should be easy for you to remember, something personal and at least 8 characters long.

3- Enter your personal information. All boxes with \* are mandatory information and you will not be able to save your details unless these are completed.

A summary of your account information will appear on the screen. To finalise the procedure, please be sure to click on '**Create Account**', otherwise your information will not be saved.

**Please remember your login name and password!** You will need them later to log into the system after a decision has been made for your abstract.

**Information will be sent only to the « contact author », to the e-mail address registered on login.** This is why we recommend you provide the contact details of the presenting author when creating your author account.

## ⇒ Abstracts submission category

Your abstract will have to be allocated to a specific topic:

- 01. Pathologies veineuses Rapport de cas (Venous pathologies Case report)
- 02. Pathologies veineuses Etude originale (Venous pathologies Original study)
- 03. Pathologies veineuses Revue de littérature (Venous pathologies Literature review)

## ⇒ Submission guidelines

Your abstract must be submitted in **FRENCH** or **ENGLISH** and not exceed **2200 characters** (including spaces).

The **title** must be in **lower case letters (upper case at the beginning of the sentence)**; except for symbols and/or abbreviations that need to be in capital case letters. It must be limited to **150 characters**.

Simple tables, graphs and pictures are allowed (\*.jpeg / \*.jpg / \*.png / \*.gif ) and will not be counted in the 2200 characters.

You will be able to upload 1 image per paragraph. The image will be automatically added at the end of the concerned paragraph. It is therefore important to quote and identify it in the text.

The abstract must respect the following framework:

- Introduction
- Materials and methods
- Results
- Conclusion
- You can enter your bibliography (optional), but it will not be counted as part of the 2,200character limit.

Title and author's names will have to be typed out in separate fields.

#### Important

The Contributor guarantees that the content of his /her Contribution is compliant with the law and does not breach any rights of third parties (such as copyrights, images, obligation of confidentiality notably), either because he/she is the owner of the rights on all the components included in his/her Contribution, or because these components are free of any rights, or because he/she has obtained the express authorization of the relevant third parties. The Contributor undertakes to ensure with the utmost care the accuracy of the information he/she provides.

The Contributor alone shall be the liable for the content of his/her Contribution and undertakes to guarantee Europa should the liability of Europa come to be incurred by a third party because of the content of the Contribution.

When including pictures in your presentation, please beware when sourcing them from internet. They are generally not free of rights and can expose you to financial penalties ( $\leq$ 1,500 per image) from their authors.

#### ⇒ Best abstract award

**New**: The author of the best abstract will be rewarded with a complementary registration to the congress and an invitation to the congress dinner.

## ➡ Modifications

You can modify your abstract until the submission deadline (September 9, 2024). *No changes to the abstract will be possible once the submission deadline has passed.* 

#### ⇒ Selection process

Abstracts will be considered for oral presentation only. Results will be sent by email to the author who submitted the abstract.

# ➡ Registration

The acceptance of an abstract does not mean free-of-charge participation. The registration of the presenter is mandatory to be published on the special platform on the congress website.

Travel and accommodation will remain at the charge of e-poster presenters.

You will find more information directly on the congress website: <u>https://www.congres-sf-phlebologie.com/</u>

# ⇒ Any questions?

- You need information about your submission: <u>support-phlebologie@europa-organisation.com</u>
- For registration matters or details about the congress: <u>insc-phlebologie@europa-organisation.com</u>
- About the programme: <u>scientifique-phlebologie@europa-organisation.com</u>
- Congress website: <u>https://www.congres-sf-phlebologie.com/</u>