



Abstract Submission Guidelines SLEP Congress 2024

- 1. DEADLINE:** The deadline for abstract submission is **Tuesday, April 30, 2024**.
All abstracts for the SLEP 2024 Congress must be submitted electronically through the system provided on this page. They cannot be sent by fax, hard copy or email.
- 2. REGISTRATION:** You may submit your abstract without being registered for the conference. However, the presenting author must be registered at the beginning of the Congress in order to make the presentation.
- 3. PUBLICATION:** All abstracts presented orally and the best posters will be published in *Hormone Research in Paediatrics* (special issue).
- 4. ABSTRACTS LIMIT:** There are no restrictions on the number of abstracts an author may submit or present at the Congress.
- 5. LANGUAGE:**
 - Abstracts should be written in English.
 - The files (e.g. Power Point) of the Oral Presentations and Posters must be written in English.
 - Authors may present Oral Abstracts and Posters in any of the official languages of the congress. (Spanish, English or Portuguese).**Only Oral abstracts presented in English will be eligible for the Awards.**
- 6. STRUCTURE:** Your paper should be structured in one of the following options:
 - Abstract: Title (should be concise and reflect the study to be presented), Introduction, Objective, Methods, Results and Conclusion.
 - Case Report/Case Report: Case Presentation, Discussion and Concluding Remarks.
- 7. TEXT:** You will have a maximum space of 2500 (approximately 350 words) characters including spaces and punctuation. The system will not allow you to "finalize" the abstract if you exceed the limit.
Acknowledgements and financial support are not required. If they are included, they should be at the end of the abstract. The number of characters will count as the body of the abstract.
The use of graphs or tables is not allowed.
Bibliographic references should not be included in the abstract.
Up to 3 keywords are allowed.

Results based on statements such as: "results will be presented" or "data will be analyzed" will not be considered for evaluation. Results should be presented as clearly as possible and conclusions should be based on the data presented. Abstracts will only be evaluated if they are in correct English.
- 8. Follow the instructions on the screen** to access the abstract submission form. Complete all fields on the form.



9. **TYPE OF PRESENTATION:** You will be asked to select a preferred presentation format (oral or poster) and the appropriate topic from the options below. However, please note that the organizing committee may need to change the presentation format (from oral to poster, but not from poster to oral):

TOPIC:

- Pituitary and neuroendocrinology
- Growth and growth factors
- Bone, growth plate and mineral metabolism
- Oncology and chronic disease
- Adrenals
- Thyroid
- Gynecology
- DSD and gender incongruence
- Puberty
- Obesity and weight regulation
- Type 2 diabetes, Metabolic syndrome, and lipid metabolism
- Type 1 diabetes
- Global Health for the paediatric endocrinologist

10. **AUTHORS:** There is no limit to the number of authors per paper. Please enter the names of the authors in the order in which they should appear in the heading of the paper.

It is the responsibility of the submitter to correctly enter the full names of the other co-authors, who will be reproduced in the certificate as submitted (if accepted).

Confirmation of receipt of the paper will be sent to the e-mail address given in the paper.

The contact author will receive all notifications related to the paper and will be responsible for informing the co-authors of its status.

11. **PROOF OF ABSTRACT:** Carefully review your abstract before completing your submission. Make sure that all special characters and formatting appear correctly in your proof. If you find errors, return to the appropriate page to correct them.

It is the author's responsibility to submit the paper correctly. Typos, grammatical errors, or errors in scientific information will be reproduced as submitted by the author.

12. **FINALIZATION OF SUBMISSION:** You will be able to log in with your username and password to edit your paper as many times as you wish while the paper is in OPEN status and before the submission deadline. Once you have finished editing your paper, **you must click on FINISH PAPER so that it will be considered for evaluation and you will not be able to edit it again.**

It **will NOT** be possible to make changes to the title, text or authors after the deadline for abstract submission. We emphasize that **the information provided is the sole responsibility of the author submitting the abstract.**

Once the paper is finished, the author will receive an automatic confirmation email. If you do not receive it, please log in again and ensure proper submission.



By submitting abstracts, authors assume compliance with the legislation and ethical standards governing human and animal research, including approval by the Clinical Research Ethics Committee or the Animal Research Ethics Committee.

13. **EVALUATION:** To preserve the peer review process, do not include any information (e.g., authors' names or institutions) in the body of your paper.
14. **NOTIFICATIONS:** will be sent by email **by the end of June 2024**.
The decision of the Evaluation Committee will be irrevocable and there will be no instances of review of the evaluation.
15. **CERTIFICATE:** Only one certificate per paper will be issued, which will include all authors in the order in which they were submitted.
16. **AWARDS:** During the Closing Ceremony, the following awards will be given:
 - Hormone Research in Paediatrics Award: best oral paper.
 - SLEP Oral Award: second best oral paper
 - SLEP Poster Award: best poster paper.
17. **TECHNICAL ASSISTANCE:** If you have any difficulties during the submission process, please contact slep2024@wearemci.com.
18. **EMBARGO DATES:** Accepted abstracts will be embargoed from the time of submission until completion of presentation at the SLEP 2024 Congress, who reserves the right to adjust the embargo.

The Organizing Committee will select those abstracts to be published in a companion issue of Hormone Research in Paediatrics.