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## ABSTRACTS GUIDELINES ISURA/CAR 2019

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### CALENDAR IMPORTANT DATES:

**1 October 2018** - Online abstract submission opens

**15 January 2019, 23:59 CET** - Abstract submission closes. Any abstracts received after the deadline will not be accepted.

**7 February 2019** - Abstract acceptance communication to authors

**15 February 2019, 23:59 CET** - Accepted abstract presenter pre-registration deadline  
Presenters of accepted abstracts must pre-register online for ISURA/CAR 2019 before this date.

**15 April 2019, 23:59 CET** - Deadline for abstract withdrawals

### RULES FOR SUBMISSION

- All abstracts must be submitted and presented in clear English with accurate grammar and spelling of a quality suitable for publication.
- The author is requested to ensure that all co-authors are aware of the content of the abstract before submission to the secretariat.
- The abstract should be unbiased, based on the best available evidence and all elements of the presentation free from the control of commercial interests.
- Only the abstracts of registered presenting authors will be included in the final program.
- The Scientific Committee will determine which abstracts will be accepted
- All submitted abstracts must contain novel data. Abstracts stating "data will be discussed in the presentation" will NOT be accepted.
- The author is expected to attend the congress.
- If an abstract was previously submitted to a different congress, but was not presented, it can be submitted to this congress as well. If it was previously presented, it cannot be submitted to ISURA/CAR 2019.
- If the abstract is accepted, the author commits him/herself to register at ISURA/CAR 2019. Authors of accepted abstracts must register for the congress before 15 February 2019 or the abstract will be removed from ISURA/CAR 2019.

### GUIDELINES FOR SUBMISSION

Before you begin, please prepare the following information:

1. Presenting author's contact details:
  - a) Email address
  - b) Full postal address
  - c) Phone number

2. Author and co-authors' details:
    - a) Full first and family name(s)
    - b) Affiliation details: department, institution / hospital, city, state (if relevant), country
  3. Abstract title - limited to 25 words
  4. Abstract text – limited to 250 words
- Graphs and images may be uploaded in JPG, PNG and GIF format only. When including a table it is recommended to save the table as an image and then upload it into the abstract. A maximum of 3 images can be included per abstract.
  - The maximum file size of each graph/image is 500 KB. The maximum pixel size of the graph/image is 600(w) x 800(h) pixel. You may upload graphs in JPG format only.
  - The abstracts can be edited after submission until the submission deadline. Following the submission deadline no changes can be made to the abstracts.

### Abstract topic

Abstracts must be allocated to a specific topic for the scientific program:

- Regional Anesthesia
- Chronic Pain Intervention
- Point of Care Ultrasound

### Abstract Layout

There are two options for abstract submission: **Case report and Non-case report.**

#### **CASE REPORT:**

Case reports should only be submitted if they present a case or therapeutic approach that has not been published before. Case reports presented under this option should contain concise statements of:

- **Background:** Describe the underlying clinical question or problem. Brief statement summarizing why this case is unusual and noteworthy should be included.
- **Case report:** Summarize the information that you have gathered: a brief history and important and relevant positive and negative findings with details of investigations, treatment, and the condition of the patient after treatment.
- **Discussion:** State the significance of the information. Explain the objective of reporting the case; describe what others have written before about the condition or any related feature. Support with facts the message you are trying to convey. The reviewers want proof of the rarity and relevance of the condition and the scientific explanations for it.
- **Learning points:** These are essentially your final conclusions and serve to crystallize your thoughts on exactly why you think this case is of value and what we can learn from it.
- **References (optional):** Include up to three references, numbered according to order of occurrence in the text.

#### **NON-CASE REPORT:**

This option is most suited for scientific research. Abstract presented under this option should contain concise statements of:

- **Background and Goal of Study:** Indicate the purpose and objective of the research; clearly state the hypothesis that was tested by study or the observations that are sought.

- **Materials and Methods:** Describe methods used. Standard methods need only be named, but uncommon or new methods may need a more detailed description. The reader must understand how the data were generated. Indicate how the data were analyzed and which statistical tests were used.

- **Results and Discussion:** Present as clearly and detailed as possible the findings and outcome of the study in summarised form. Abstracts need only short discussions. Focus on what can be concluded from the data and explain them in simple words. Avoid any speculations.

- **Conclusion(s):** Give a simple answer to the hypothesis in the light of the new data from your study. You may wish to suggest what needs to be studied next. The conclusion must be justified by your data.

- **References (optional):** Include up to three references, numbered according to order of occurrence in the text, with the corresponding number in the text.

- **Acknowledgements (optional):** Include any acknowledgement you wish to make.

## **ABSTRACT SUBMITTERS' DECLARATION**

BEFORE SUBMITTING THE ABSTRACT, THE ABSTRACT SUBMITTER WILL BE REQUIRED TO CONFIRM THE FOLLOWING:

1. I, the Abstract Submitter, confirm that I previewed this abstract and that all information is correct. I accept that the content of this abstract cannot be modified or corrected after final submission and I am aware that it will be published exactly as submitted.

2. Submission of the abstract constitutes my consent to publication (e.g. congress website, programmes, Journal, other promotions, etc.).

3. I, the Abstract Submitter, warrant and represent that I am the sole owner or have the rights of all the information and content ("Content") provided to the ISURA/CAR 2019 Meeting and ISURA/CAR 2019 (Hereafter: "The Organizers"). The publication of the abstract does not infringe any third party rights including, but not limited to, intellectual property rights.

4. I, the Abstract Submitter, grant the Organizers a royalty-free, perpetual, irrevocable nonexclusive license to use, reproduce, publish, translate, distribute, and display the Content.

5. The Organisers reserve the right to remove from any publication an abstract which does not comply with the above.

6. I herewith confirm that the contact details saved in this system are those of the corresponding author, who will be notified about the status of the abstract. The corresponding author is responsible for informing the other authors about the status of the abstract.

## **IMPORTANT NOTE - ETHICS COMMITTEE APPROVAL**

Only work that has received local animal or human ethics committee approval as appropriate will be considered for presentation and publication. A statement indicating ethics committee approval has been granted should be incorporated into the abstract and you will be requested to confirm that approval has been applied for/granted before

you submit your abstract. When submitting your abstract, please upload your Ethics Committee Approval as a picture or as text pasted into the Abstract text field.

Abstracts which have not received approval will not be accepted - unless they fit into the special categories below.

**Ethical committee approval is required for the following scenarios:**

1. If there are patients involved in the study;
2. Anonymous Retrospective Data Collection – unless local committee authorizes otherwise;
3. Audit Study – unless local committee authorizes otherwise.

**Ethical committee approval is NOT required for the following scenarios:**

1. Questionnaire survey of medical personnel;
2. Case studies – with patient consent;
3. Literature reviews;
4. Historical research;
5. Research performed on artificial model;
6. Evaluation performed during pre-operative session – with receipt of informed consent.

## **REVIEW**

All submitted abstracts will go through a blind peer-review process carried out by international reviewers selected by the ISURA/CAR Scientific Committee. Notification of results and schedule notification of acceptance or rejection will be sent to the submitting author on 7 February 2019. Please note that the author will be receiving the notification e-mails and is responsible for informing all co-authors of the status of the abstract.

## **REGISTRATION OF THE ABSTRACT AUTHOR**

If the abstract is accepted, the author commits to be at ISURA/CAR 2019. Author of accepted abstract must pre-register for the congress before 15 February 2019 (23:59 CET). The Early Bird registration fees are available for the accepted abstract author until 15 February 2019. This means that abstract authors have an extension to benefit from the Early Bird fee. If a presenter fails to register before 15 February 2019: – His/her abstract(s) will be rejected for presentation at the Congress.

## **BEST ABSTRACT COMPETITION**

The Best Abstract in Regional Anesthesia, Chronic Pain Intervention and Point of Care Ultrasound will be announced in the website and a certificate of recognition will be presented during the program by the program chair.

## **WITHDRAWAL CONDITIONS**

**Written notice must be submitted**

If a submitted abstract must be withdrawn, a written withdrawal request must be submitted to the ISURA/CAR Secretariat by e-mail originating from the presenter's e-mail address. This notice must clearly mention:

- Abstract submission number and title;
- Presenter's contact details;
- Reason(s) for withdrawal of the abstract;

– Attest that all authors are in agreement that the abstract must be withdrawn. An abstract is considered withdrawn as soon as you have received written confirmation of its withdrawal from the organisers. If you do not receive confirmation of withdrawal within 3 business days after your request, please contact the ISURA/CAR Secretariat. If the presenter of an accepted abstract has not registered for ISURA/CAR 2019 Congress by 15 April 2019 (23:59 CET), his/her abstract will be automatically withdrawn by ISURA/CAR.