



EANM'23 – Abstract Submission Guideline

Abstract Submission Deadline

Abstracts can be submitted via the Online Abstract Submission System only. Abstracts sent by email will not be accepted.

The submission deadline is Tuesday, April 25, 2023 – 23:59 CEST.

What to do before Submission?

The author who will present the abstract in case of acceptance, must submit the abstract.

Make sure to have an active myEANM account!

In order to enter the EANM Abstract Submission System, a myEANM account is necessary. All persons who once attended an EANM congress, have already one record. All others can create a new one at <https://myeanm.eanm.org/> free of charge.

With your myEANM credentials (email/password) you can login not only for the abstract system (→ Abstract Submission), but also for the congress registration and downloading your certificates after the congress.

If you do need help with your login data/updating your profile/creating an account, please contact membership@eanm.org.

What can be submitted?

Abstracts must contain original material neither published nor presented elsewhere prior to the EANM'23 Congress (in print or electronically). **Hence, encore abstracts are not accepted.** Abstracts of which only parts of the data had been submitted at other congresses, are allowed for submission.

Abstracts concerning a still ongoing study can be submitted. In case of acceptance, it is of course possible to implement latest findings in the final presentation.

Multiple submissions by one author/author group covering the **same** study/results are not allowed and will result in rejection.

Submissions of different studies by the same one author/author group are allowed, of course.

Abstracts must not contain the following items:

Trademarks. Use generic drug names. The use of commercial drug names, brands and registered trademarks is strictly prohibited. Drugs should be referred to by the active substance or pharmacological designation.

Trademarks of Medical Devices: Use generic names / descriptions. No commercial names or brands of medical devices should be mentioned.

Company names and location

Websites and email addresses

Failure to comply with the above requirements will/may lead to automatic rejection of the submission or this information may be deleted by the abstract services and some rephrasing may occur. Furthermore, the reviewers are required to identify abstracts pertaining to the commercial promotion of a proprietary product.

EANM will not accept any late breaking abstracts.

What to do when the Presenting Author changes after Submission?

The initial abstract has to be deleted and the new presenting author must submit the abstract once more via his/her own record.

Make sure to delete the first submitted abstract as double submission of the same abstract will result in rejection of both.

General Submitting Procedure

- Read the Abstract Submission Information.
- Log in to your [myEANM account](#) and enter the EANM Abstracts Portal.
- Follow the steps of the Abstract Submission Key Facts (mentioned below).
- Finalize the abstract submission by pressing the “REVIEW MY WORK” button (**Deadline April 25, 2023, 23:59 CEST**).
- An automated confirmation email will be sent once you click on the “REVIEW MY WORK” button. In case you do not receive the confirmation email within 2 hours, please contact abstracts@eanm.org.
- Pending submission will not be considered for the review process.
- On June 21, 2023 you will receive the notification email whether your abstract was accepted or not. Please check also your junk folder.

Draft Status

If you do not “review” the abstract (at the end of the abstract submission process), your abstract will be saved in the Incomplete Status. You will be able to review & amend it at any time until the submission deadline.

NB: Abstracts which are in the incomplete status after the deadline cannot be processed and therefore will not be considered for acceptance.

Changes of the Abstract Content

Prior the submission deadline, you can amend your abstract by re-opening it online. After the submission deadline, it is not possible to make any corrections to the abstract content. The EANM Office is not authorized to make changes to a submission. In the case of errors in your abstract discovered after the deadline, you may indicate the correction during the presentation at the congress. However, changes will not be included in the publications. If accepted, your abstract will be published as submitted.

Possibility to amend the Author Block

Prior the submission deadline, you can amend your author block by re-opening your abstract online. The presenting author cannot be changed. You have to delete the old abstract and the new presenting author must submit the abstract under his/her name.

After the submission deadline, all presenting authors will receive still in May a direct link which allows them to amend/correct their author block. The link will be valid until June 3, 2023. After that date, no further amendments to the author block will be accepted.



Withdrawal

If you want to withdraw an abstract already submitted, please notify us via email until **July 1, 2023** at abstracts@eanm.org stating the title and number of the abstract to be withdrawn.

Withdrawals after that date are still accepted but abstracts may still appear in publications.

Abstract Submission Key Facts:

Choose Programme

Submitters have to decide for a programme, either the one for the Scientific Programme or for the Technologists' Programme. **Please note that ONLY technologists are allowed to submit abstracts for the Technologists' Programme!**

Title

Be specific and short and describe best the content and scope of your abstract. Do not include authors, institutions, city names, trademarks, company names and locations, websites, email addresses and abbreviations in the title.

Topic

At the time of abstract submission, the submitter must select one single topic to index the abstract.

It is important to carefully select the best matching topic as this choice will determine under which area the abstract will be reviewed and graded. Hence, a wrongly selected abstract topic can lead to a bad score or rejection.

Therefore, submitters should consider all potential options available before selecting the submission topic.

The topic list is organized by main topics and several layers of subtopics to maximize precision. Appropriately choosing the main topic and first subheadings are more important than the lowest layers of subtopics.

There are extra subtopics for Case Reports and Covid-19 related abstracts in Category E.

You can pre-check the abstract topic list [here](#).

Authors' Block

Please note that the first author will be the abstract presenter by default (in case of acceptance). In case of a presenter change after submission, the new presenter must be part of the authors' block of the submitted abstract. You may enter up to 25 authors in the authors' block including the presenter.

The names of authors will be published as listed on the submission form. Please make sure you have entered the full list of authors and that the information given for each author is correct. The authors' order and details will be published as entered by the submitter.



The submitter certifies and warrants to EANM that the list of authors is complete and that he/she has permission from all persons he/she enters as co-authors to be listed in this abstract and that they are aware that their names will appear in all publications. Multiple institutions can be listed per author.

Disclosures of Authors

During the submission, 4 disclosure questions (stated below) have to be answered. So please prepare the answers prior submission. In case you have nothing to disclose for one or more of the questions, please state “Nothing to disclose” in the relevant text field.

Attention! Improper/inaccurate information will lead to exclusion of your submission.

Q1: I or one of my co-authors hold a position as an employee, consultant, assessor or advisor for a pharmaceutical, device or biotechnology company. If yes, please specify name/position/company.

Q2: I or one of my co-authors receive support from a pharmaceutical, device or biotechnology company. If yes, please specify name/position/company/which project and whether support is in kind or monetary.

Q3: I or one of my co-authors hold property rights/patents for (radio)pharmaceuticals, medical devices or medical consulting firms. If yes, please specify name/position/company.

Q4: I or one of my co-authors have written articles for (radio)pharmaceutical, med. device, biotechnology or consulting companies during the last 5 yrs. If yes, specify name/position/company/article/journal & co-authors.

Abstract Body

All abstracts must be submitted (and will be presented) in English using UK English spelling with accurate grammar and spelling suitable for publication. If in doubt, please arrange for the review of your abstract by a native English speaker, by a university scientific publications office (or another similar facility) prior to submission.

All abbreviations used must be written out at first use.

Abstracts must not exceed 400 words (excluding title and authors) and should be well structured stating:

Aim/Introduction:

Materials and Methods:

Results:

Conclusion:

References: (if applicable, otherwise enter “none”)

The single parts of the abstract must be copied into the corresponding fields of the submission system. Abstracts may not include graphics or pictures. Simple tables can be included for the review process **but will be removed in all publications**. You can edit (or delete) the single parts online at any time prior the deadline. After expiry of the deadline (April 25, 2023) abstracts cannot be amended in any way and can be withdrawn only in writing (email to abstracts@eanm.org).



Abstracts must not contain the following items:

Trademarks: Use generic drug names. The use of commercial drug names, brands and registered trademarks is strictly prohibited. Drugs should be referred to by the active substance or pharmacological designation.

Trademarks of Medical Devices: Use generic names / descriptions. No commercial names or brands of medical devices should be mentioned.

Company names and location

Websites and email addresses

Failure to comply with the above requirements will/may lead to automatic rejection of the submission or this information may be deleted by the abstract services and some rephrasing may occur.

Furthermore, the Abstract Reviewers (graders) are required to identify abstracts pertaining to the commercial promotion of a proprietary product, to notify the selection committee.

Additional Agreements

Submitters will be asked to agree to the following statements. Without agreement the submission cannot be finalized.

- I understand that the abstract will be published as submitted and will not be proofread.
- I understand that the copyright of the submitted abstract goes - in case of publication - to Springer Verlag.
- I confirm to have read the data protection regulations and accept the electronic data processing of all information I entered during the process of this abstract submission, especially regarding the information of all named co-authors in this scientific work.

Presentation Reference

Submitters will be asked whether they agree to present their abstract onsite or whether they prefer no oral presentation at all (e-Poster only). Please note that choosing the option “e-Poster only” will disqualify your abstract automatically to be accepted for presentation in one of the congress sessions.

Submission

Abstracts must be submitted by the submission deadline. Late submissions will not be accepted; abstracts still in incomplete status will not be considered for the review process. After the final submission deadline has passed, submitters can no longer modify or correct the abstract's content and the abstract will be published exactly as submitted.

Review Process

All abstracts will be blinded for scoring by 4-6 EANM reviewers. All reviewers are carefully selected to review abstracts in their category that best fits their expertise.

Abstracts submitted for consideration must be an original idea, concept, or an improvement or revision of a previous idea. Submissions are peer-reviewed for scientific content, logical presentation, and current interest of the topic to the scientific community.

The final selection will be made by the EANM Scientific Programme Council in June 2023 that will determine the format, day and time of presentation for each abstract. No rescheduling or changes will be possible.



Notification of Abstract Acceptance

All abstract submitters will be notified by email on **June 21, 2023** about the outcome (accepted or rejected) of the review and selection process. Please ensure that the email provided during submission is accurate as all correspondences will be sent via email.

Accepted abstracts will be scheduled either as oral presentations (TROP or FEATURED), oral e-Poster Presentation (e-Poster Presentation) or digital e-Poster only (EP - no oral presentation is required).

Presenters are expected to speak good English.

If the abstract is accepted, instructions and guidelines concerning the abstract presentation will be provided via email and online.

All expenses (airfare, hotel....) associated with the submission and presentation of an abstract, are under the responsibility of the presenter.

Publication of Accepted Abstracts / Embargo Policy

All accepted abstracts will be published as submitted in the EJNMMI Journal by Springer in September (open access until the end of the congress). Until presentation at the EANM'23 Congress accepted abstracts should not be published in any other journals and/or online publications or presented at any other congress/conference.

Abstract related Presentations & Certificates

Abstract accepted for an oral TROP/FEATURED Presentation: will receive a certificate of presentation after the congress (when the presentation was held).

Abstract accepted for an e-Poster Presentation: will receive a certificate of presentation after the congress (when the presentation was held).

Abstract accepted as e-Poster only (EP) or as an e-Poster Presentation: will be requested to upload an electronic e-Poster. They will receive a certificate of e-Poster upload after the congress when the e-Poster was uploaded until the given deadline.