



LATE BREAKING ABSTRACT SUBMISSION GUIDELINES

Late breaking abstracts category allows for the submission of truly late-breaking, high-impact scientific research for which results were not available at the time of the ILCA 2019 general abstract submission deadline.

In order to fulfil the criteria for a late breaking abstract, when prompted during submission, you must enter the reasons why your abstract is a late breaking abstract. Failure to do so, will mean that the abstract will not be submitted. All entries should fall under one of the below categories:

1. **Molecular Pathogenesis, Molecular Pathology, Cell Biology and Translational Research**
2. **Epidemiology, Staging and Prognosis**
3. **Diagnosis, Imaging and Biomarkers**
4. **Clinical Trials and Treatment Research & Miscellaneous (Including Trials in Progress)**

Late Breaking Abstracts can only be submitted electronically through the ILCA 2019 website: www.ilca2019.org

All Late Breaking Abstracts must be submitted by **10 June 2019**.

1. ABSTRACT SUBMISSION

- (1) For your first abstract submission through the system a user account needs to be created. This account allows you to save and modify your abstract(s). To do so please use the "Sign up" button and the system will guide you through the account creation process.
- (2) This feature will enable the abstract submitter to return at a later time to update/edit the submitted abstract. The submitted abstracts can be edited until the abstract submission deadline.
- (3) Each abstract submission will be associated with a corresponding topic found in the predefined list of categories for a total of 4 themes. The submitter is required to select the most appropriate topic for the abstract in the online submission form.
- (4) For standardization, the acceptable format of the abstract is limited to a maximum of 3600 characters (including punctuation and spaces) and 45 lines. This number does not include abstract title and affiliation.
- (5) Graphics, tables and images can be included in your abstract. One black and white graph/image can be included with the following criteria:

Width	min 90 pixels	max 500 pixels
Height	min 90 pixels	max 500 pixels
Size	min 30 KB	max 500 KB
Resolution	min 96 dpi	max 750 dpi

Allowed file type: gif, jpg, png

Upon acceptance of the abstract, **a high-quality image** must be submitted.

- (6) Abstracts should be organized as follows:

Abstract title

The title should provide a reasonable completed description of the study that was conducted, and sometimes even foreshadow the findings. The title should be informative, concise and understandable.

Abstract body

Introduction

The introduction should be a brief section designed to inform of the relevance of the research and include a short history of relevant background that leads to a statement of the problem that is being addressed.

Methods

The methods section should contain sufficient information to be able to understand the experimental design, the analytical techniques and the statistics used in the study.

Results

The results section describes but does not interpret. The presentation data may be either chronological to correspond with the methods or in the order of most to least important.

Conclusion

The conclusions section should provide only conclusion of the study directly supported by the results, along with implications for clinical practice, avoiding speculation.

References

2. PRESENTATION TYPE

- (1) All abstract submitters should be prepared to present the abstract as an oral communication or poster presentation. Abstract presenters that would like to be excluded from presenting an oral communication can indicate their preference in the appropriate box on the online abstract submission form.
- (2) The abstract review committee reserves the right to assign a different presentation format from the one selected by the presenting author.
- (3) Authors of abstracts selected for oral communications will be required to give a presentation of 10 minutes, followed by 5 minutes for questions and answers from the audience. Only PowerPoint format is acceptable for oral communication presentations.
- (4) Authors of abstracts selected for poster presentation will be required to set up their poster/e-poster in a dedicated area.

3. ABSTRACT RECEIPT CONFIRMATION

1. Upon submission, abstract submitters will receive confirmation of submission by e-mail.
2. Lack of confirmation email indicates that the abstract was not correctly submitted.
3. Abstracts must be submitted by **10 June 2019**.

4. NOTIFICATION OF ACCEPTANCE / REJECTION

- (1) The abstract review committee will review the abstracts according to the relevance to ILCA, objectivity of statements, suitability of methods to aim, conclusions confirmed by objective results, scientific value, originality of work and overall impression.
- (2) Notification on the outcome of the abstract submission will be sent by email to the submitting author by mid-June 2019. If the presenting author is unable to present the abstract, one of the co-authors can present in his/her place. An email from the presenting author indicating the change is requested and must be received by the ILCA Office by 1 July 2019. The presenting author or at least one of the abstract co-authors should plan to register and attend the ILCA 2019 Annual Conference.

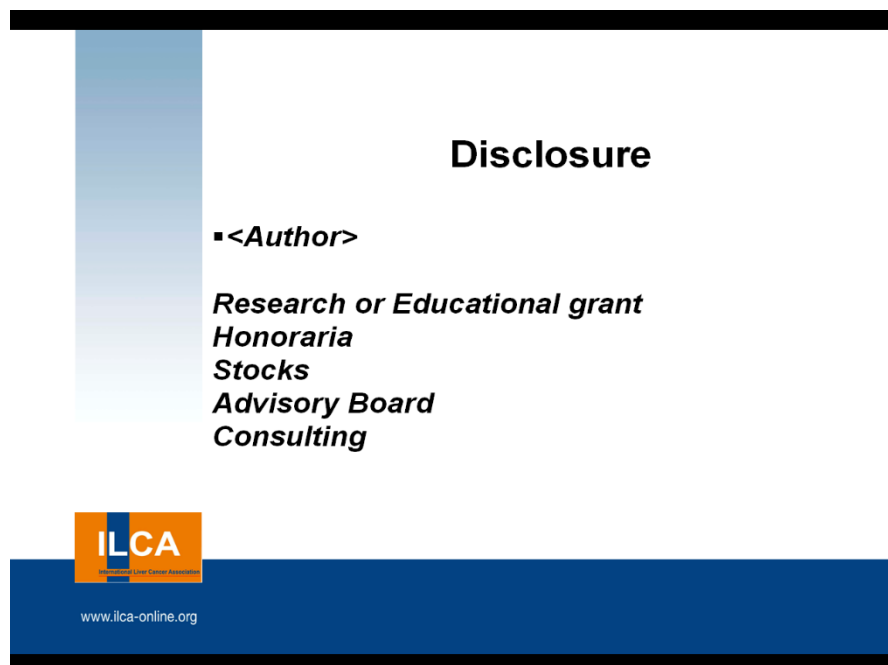
5. ORIGINALITY OF ABSTRACTS

Submitted abstracts must describe unpublished work (as full papers) at the moment of the submission. Unpublished abstracts presented at other scientific meetings (different specialties) will be considered. Abstracts will be published exactly as submitted. Any abstract considered unsuitable for reproduction will not be published. In cases of abstracts with extremely poor English, the abstract review committee reserves the right to modify the submitted text. The abstract review committee however will make every effort in this instance not to alter the meaning of the text and will contact the submitting authors prior to publication.

6. CONFLICT OF INTEREST DISCLOSURE STATEMENT

Oral communication presenters must include a disclosure statement, designating on their slides whether or not any potential conflicts of interest pertinent to the research submitted exists. Declarations should state whether the presenter receives money in any form (for example: stocks, employment, grants, consulting fees, honoraria, shares, paid positions on advisory boards, etc.) from companies directly related to the research and incurred within the last 12 months. Providers of research support should be acknowledged. This will allow the audience to take potential conflicts of interest into account when assessing the objectivity of the presentation. The intent of this disclosure is not to prevent the presenter with a significant financial or other relationship from making a presentation or limit their involvement in developing content, but rather to provide the audience with information on which they can make their own judgments.

All oral communication presenters should include a disclosure slide. This should be the first slide in the presentation. Suggested formatting of this slide is provided here.



Disclosure

▪ **<Author>**

Research or Educational grant
Honoraria
Stocks
Advisory Board
Consulting

ILCA
International Laser Clinics Association

www.ilca-online.org

Should you experience any problems with the electronic submission or do not receive a confirmation after submitting your abstract, please contact the abstract management team at info@ilca-online.org

We will look forward to receiving your abstract for the ILCA 2019 Annual Conference!