



ABSTRACT SUBMISSION GUIDELINES

GENERAL NOTES

Abstract submission opens: **September 2023**

Abstract submission closes: **16th October 2023**

Notification of abstract acceptance: **Early-January 2024**

Deadline for abstract and invited presenters to register for congress: **16th February 2024**

Early-bird registration deadline: **25th March 2024**

Following online abstract review the EAPCCT Scientific and Meetings Committee, chaired by Dr. Maren Hermanns-Clausen, will evaluate the abstracts for inclusion in the programme.

All abstracts accepted for presentation at the Congress will be published in Clinical Toxicology, the official journal of the EAPCCT, AACT, APC and APAMT. The decision of the Scientific and Meetings Committee in this regard will be final.

Abstracts received after midnight (CET) on 16th October 2023 will **not** be considered for the meeting.

If you do not have access to the Internet, or you encounter technical problems that prevent you from submitting on-line, please contact the Congress Scientific Secretariat who will assist with technical problems: e-mail: abseapcct2024@pacifico-meetings.com

ONLINE ABSTRACT SUBMISSION

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All abstracts should be submitted electronically via the EAPCCT Congress website <http://www.eapcct2024.com>.

Detailed instructions for this are provided on this website. The instructions given below must be adhered to **strictly**. As time does not permit return of inadequately prepared abstracts for revision, they will be rejected! An exception may be made for minor correctable errors at the discretion of the Scientific and Meetings Committee.



Submission of the electronic form signifies understanding of, and agreement with, all the conditions set out below. You will need to provide declarations about conflicts of interest and ethical matters.

ABSTRACT FORMAT

These instructions give general guidance for format although the electronic submission tool will format much of your abstract automatically. However, you are strongly advised to pre-prepare your abstract, using the guidance notes below, before attempting to submit your work online. Although data tables are permitted other figures and graphs/diagrams are no longer allowed as part of an abstract submission.

The number of words is limited strictly to 400 excluding the title, learning objective, authors and affiliations, but including the references or 300 words if a simple table with a short table title are included. Each word or number is counted as one word whether it is one character or 10 characters long. (The previous sentence has a word count of 18).

All authors should be listed using surname and given name plus any other initial(s). Please omit all titles, degrees, academic appointments and post-nominals and do not separate initials with punctuation e.g. Smith, Martin P or Jones, J Charles.

One of the authors must be nominated to make the presentation (this individual may be different to the submitting author, and in exceptional circumstances changes may be permitted upon request to the congress secretariat).

The affiliation must comprise ONLY department name, institution, city and country. Author names and affiliations will be printed in Clinical Toxicology as well as all congress programmes as they are provided to the abstract submission tool. Please make sure these are correct and consistent, particularly if you submit more than one abstract. It is also important that names are consistent for the author index.

The body of the abstract should be organised as outlined below. You must include the words in bold in the body of your abstract. There is additional guidance for case reports, case series and non-clinical studies – see below.

Objective: A statement of the purpose or reason for the report.

Methods: A brief description of the study design.

Results: A summary of the results presented in sufficient detail to support the conclusion. Data must be presented in the abstract. Statements such as “the results will be presented” or “other data will be presented to support....” will result in automatic rejection of the abstract.



Conclusion: A statement of the conclusion based on the data presented.

References: Remember that references will be included in the word count.

All references should appear at the end of the abstract in numerical order as they appear in the text. Ensure references are cited in the text by bracketed numbers [1].

Follow the referencing style below. In general, the number of references used should be limited to 5 or less. References will be printed as entered in the abstract submission tool, so please ensure these are correct and complete to enable your colleagues to find the articles or book chapters cited.

References for Journal articles should be formatted as in the following example: Giannini L, Vannacci A, Missanelli A, et al. Amatoxin poisoning: a 15-year retrospective analysis and follow-up evaluation of 105 patients. *Clin Toxicol* 2007;45:539-42.

References for Book chapters should be formatted as follows: Goadsby PJ. Pathophysiology of headache. In: Silberstein SD, Lipton RB, Dalessio DJ, eds. *Wolff's headache and other head pain*. 7th ed. Oxford, England: Oxford University Press, 2001:57-72.

For case reports or case series, the words **Case report:** or **Case series:** replace the **Methods:** and **Results:** headings. Otherwise, the format should remain the same (Objective, Case report/Case series, Conclusion).

Reports of non-clinical studies, such as those describing poisons centre operations or educational tools should attempt to follow these guidelines as closely as possible.

Other formatting guidance

Please do NOT use automatic Word® functions, e.g. numbering, bullet points or footnotes.

Use only standard abbreviations. As there is no incentive to using smaller words, non-standard and extensive abbreviations will only detract from your abstract's acceptability. Numbers may be used to replace words, e.g. 5 rather than five, though the word count remains the same.

LEARNING OBJECTIVE

This is a requirement for all oral presenters as part of the EACCME application process. The EAPCCT would like to include learning objectives for poster presentations also.

This should be a short statement to state what the presenters wish the audience to have appreciated as a result of the presentation.



An example learning objective might be: “At the end of the presentation the audience should be able to summarise* current understanding of the mechanisms of toxicity of paracetamol”

*Please use ‘active’ words such as categorise, describe, detail, explain, list outline, summarise etc.

ABSTRACT CATEGORIES

Abstracts on all clinical toxicology and poisons centre activity are welcome.

You will be asked to designate each of your submissions under one of the following categories.

The items in bold are themes chosen for particular focus during the pre-congress and congress symposia.

- Analytical and Forensic Toxicology - including bedside testing
- Botulism
- Corrosives and caustics
- **Future challenges in Clinical Toxicology**
- Education in Toxicology
- Epidemiology of poisoning
- **Gastric decontamination**
- Household products poisoning
- Larger emergencies (chemical spills, warfare etc.) including toxic epidemics
- **Lung toxicity**
- Mechanisms of toxicity / Basic research
- Wellbeing in Toxicology / for toxicologists
- **Metal poisonings**
- Miscellaneous
- Monitoring of new psychoactive substances (NPS)
- New antidotes (including use of old antidotes for new purposes)
- Occupational poisoning



- Paediatric poisoning
- Pesticide poisonings
- Pharmaceutical poisoning
- Plant and mushroom poisoning
- Poisons centre activities
- Toxic effects at therapeutic doses / Adverse reactions from medications
- **Toxic seizures and their management**
- **Toxinology**
- Veterinary toxicology

NOTIFICATION OF ABSTRACT RECEIPT

The on-line submission tool will allocate your abstract a unique identification number. Please note this for your own records.

When you finish the submission process, you should receive an acknowledgement e-mail with your reference number. If you do not receive this, please, contact us (abseapcct2024@pacifico-meetings.com).

Please note that after successful on-line submission it is NOT necessary to provide further documentation of the abstract by mail or e-mail unless specifically requested.

Submitters should be notified of the acceptance of their abstract by the end of December 2023 by email, certainly by early January 2024.

All abstract presenters must register for the Congress by **Friday 16 February 2024**. Failure to do so will result in the abstract being withdrawn from publication in Clinical Toxicology and will result in administrative rejection of the abstract.