

**ABSTRACT SUBMISSION RULES & GUIDELINES****DEADLINE: SEPTEMBER 23, 2019 (at 00:00, GMT+1)**

- | Applicant should be practicing in Belgium as well as being a member of the Royal Belgian Society of Laboratory Medicine. Become a member via www.rbslm.be/membership
- | All abstracts must be submitted using the online abstract submission system accessible via www.rbslm.be/scientific-meetings
- | The scientific programme committee takes the final decision regarding oral or poster presentation. Oral presentations cannot be guaranteed.
- | All submitted abstract must contain original data in order for it to be published.
- | Read your text to ensure accuracy with no spelling, grammatical or scientific errors. No corrections will be accepted after the abstract submission deadline.

Commitment:

- | Submission of an abstract constitutes a formal commitment by the presenting author to attend the meeting and present the abstract (if accepted) orally or as a poster in the session and at the time assigned by the scientific programme committee.
- | Expenses associated with the preparation, submission and presentation of an abstract are the responsibility of the presenting authors.
- | All submitting authors must consent to the Terms of Use Agreement on behalf of her/ his co-authors in order for the abstract to be accepted for submission.

Organisation and Content: Please read this information carefully**A) Regulations**

- | Abstracts must be submitted in English and presented in that language.
- | For standardisation, the total length of the abstract must not exceed 2000 characters (approx. 350 words), spaces included (excluding title, authors and affiliations). If you are including a table or a figure, this limit is lower.
- | The body of the abstract should be structured as follows with the following subtitles:
 - Objective(s)
 - Material and Methods
 - Results
 - Conclusion(s)
 - References (if applicable)
 - Acknowledgments (if applicable)
 - Disclosures (if applicable)
- | Figures may be included with the following criteria:
 - Resolution of images: 300 dpi
 - Allowed file types: gif, jpg, png
- | Commercial (trade) names of drugs are not allowed - the generic or chemical names must be used.

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between 8.30 am and 5.00 pm (C.E.T.)**by phone: +32-87.852.652****by email: abstracts@rbslm.be**

B) Guidelines

- | Please be advised that the insertion of tables and images may significantly reduce the allowed number of text characters, because these will be included in the character and line count. It is highly recommended to use only one figure or table to allow for enough abstract text.
- | The abstract Title should clearly define the content of the paper. It should be in capitals.
- | It is preferable that the Objective is stated in one sentence, the Material and Methods kept to a brief description, that the Results are summarised and presented in sufficient detail to support the Conclusions.
- | Note that it is not recommended to postulate that “the results will be discussed during presentation” or that “other data will be presented later”.
- | No bold characters and no words in capital letters (capital letters only for abbreviations)
- | Use standard abbreviations where appropriate. Include any other abbreviations in brackets after the full word the first time it appears.
- | Number and list references (if applicable) in the order in which they appear in the abstract, within the 2000 characters limit.
- | All acknowledgements to grants, funding source or other co-workers will appear at the bottom of the abstract and shall be included in the 2000 characters limit.

Disclosure of Conflict of Interest:

All submitting authors must disclose, on behalf of all other authors of the abstracts, any conflicts of interest during the online abstract submission or have their work refused at the discretion of the organising committee. All disclosures will be published in the meeting programme and abstract book.

When you submit your abstract online, you will be asked to indicate if the authors now or in the past 24 months have had a significant financial interest or other relationship with commercial companies or other entities whose products or services you may discuss in your presentation, or who are supporting this activity. For any of the following relationship categories that apply to each author, you will be asked to indicate the relationship and name the commercial entities involved:

- | grant/research support
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Editing and Withdrawal:

All abstracts may be edited or withdrawn via the online abstract submission system as long as they are saved as drafts. All submitted abstracts may not be withdrawn unless an acceptable explanation is received in writing by the organisers. An example of an acceptable explanation would be the inability to reproduce the data described in the abstract.

Abstract Receipt Confirmation:

The final step of the online submission process generates a confirmation email that your abstract has been received, which you should print for your personal record. The confirmation email represents the successful submission of an abstract for the review process.

Abstract Assignment Notification:

Presenting authors will be notified by e-mail from October 4th, 2019 if their abstract has been accepted for presentation. Time and type of their presentation will be confirmed. It is the responsibility of the presenting author to notify the other co-authors of the outcome decision.

Abstract Embargo:

A publication and media embargo are in force for each abstract to be presented at the meeting and will be lifted one hour after the abstract has been presented. If study results are reported prior to the embargo date, the abstract is subject to penalties, including removal from the meeting programme. This embargo policy covers all abstracts accepted as part of the meeting, regardless of whether information is obtained from another source.

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