



The EANM'24 – Abstract Submission Guidelines

Abstracts must be submitted by the submission deadline, extended submission deadline
Thursday, May 2, 2024 – 23:59 CEST.
Abstracts still in 'Incomplete Status' after the deadline will not be considered.

General Information

Abstract Criteria

Abstracts must contain original material neither published nor presented elsewhere prior to the EANM'24 Congress either in print or electronically. Encore abstracts are not accepted. Abstracts of which only part 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 incorporate the 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. However, submissions of different studies by the same author/author group are permitted.

Abstracts must not contain the following items:

- Trademarks: 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: No commercial names or brands of medical devices should be mentioned.
- Company names and locations.
- Websites and e-mail addresses.

Non-compliance with the outlined requirements may result in either the automatic rejection of the submission, or the EANM Office deleting such information, possibly involving some rephrasing. Furthermore, the reviewers are also mandated to pinpoint abstracts that involve the commercial promotion of proprietary products.

The EANM will not accept any late-breaking abstracts.

EANM Abstract Submission System

Abstract submission is free of charge and must be completed online via the EANM Abstract Submission System. Abstracts sent by e-mail will not be accepted.

To access the EANM Abstract Submission System, an account in [myEANM-Area](#) is necessary. All the people who once attended an EANM Annual Congress already have a record. Anyone else can create one at <https://myeanm.eanm.org/> for free.

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



Incomplete Status

If you do not click on the 'Review my Work' button (last step in the EANM Abstract Submission System), your abstract will be saved in 'Incomplete Status'. You will then be able to review it and submit it later on, as long as it is done before the submission deadline.

NB: Abstracts that are in 'Incomplete Status' after the deadline cannot be processed and therefore will not be considered for selection.

Changes and Corrections

Before the submission deadline, you have the option to revise your abstract by accessing the EANM Abstract Submission System. Once submitted, it will not be possible to edit the abstract content. The EANM Office is not authorised 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. If accepted, your abstract will be published as submitted.

Possibility to Amend the Author Block and the Presenting Author

Before the submission deadline, you may amend your author block by accessing the EANM Abstract Submission System.

However, please note that the presenting author cannot be altered. To make changes, you must delete the existing abstract and the new presenting author is required to submit the abstract under their name. Make sure to delete the first submitted abstract as double submission of the same abstract will result in the rejection of both.

After the submission deadline, the presenting author will receive in May a direct link which allows them to amend/correct their author block. The link will be valid until **June 3, 2024**. 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 by **July 1, 2024**, at abstracts@eanm.org. Please make sure to state the title and control number of the abstract you want to withdraw.

Withdrawals after that date will still be accepted, but please note that abstracts may still be included in the publications.

Abstract Submission Procedure

Overview

- Read the Abstract Submission Guidelines.
- Log in to your [myEANM-Area](#) and enter the EANM Abstract Submission System.
- Follow the steps mentioned below.
- Finalise the abstract submission by pressing the 'Review my Work' button (**Extended Deadline: May 2, 2024, 23:59 CEST**).
- An automated confirmation e-mail will be sent once you click on the 'Review my Work' button. If you do not receive the confirmation e-mail within 2 hours, please contact abstracts@eanm.org.
- Pending submissions will not be considered for the review process.
- On **June 21, 2024**, the submitter will be notified via e-mail regarding the acceptance status of the submitted abstract. Kindly make sure to check both your inbox and junk folder for the notification.



Step 1: Programme

The submitter is required to choose between the Scientific Programme or the Technologists' Programme when submitting.

Please note that ONLY Nuclear Medicine Technologists are allowed to submit abstracts for the Technologists' Programme!

Step 2: Title

The title should be brief and should clearly indicate the nature of the abstract. Do not include authors, institutions, city names, trademarks, company names and locations, websites, e-mail addresses or abbreviations in the title.

Step 3: Topic

At the time of the 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 organised by main topics and several layers of subtopics to maximise precision. An appropriate choice for the main topic and first subheadings is more important than your choice for 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](#).

Step 4: Authors' Block

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 in the submission form. The submitter should make sure to 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 the EANM that the list of authors is complete and that they have permission from all persons they enter 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.

Step 5: Authors' Disclosures

The 4 disclosure questions (reported below) must be completed. If no disclosure, state 'Nothing to disclose' in the respective field. Incomplete or inaccurate information may result in submission exclusion. **Checkbox affirmation is mandatory for submission completion.**

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.

Step 6: Abstract Body

Please submit and prepare to present all abstracts in English, adhering to UK English spelling conventions, with grammar and spelling accuracy fit for publication. If you have any doubt, we strongly recommend having your abstract reviewed by a native English speaker or a university's scientific publications office (or any another similar service) before you submit your abstract.

All abbreviations used must be written out at first use.

Abstracts must not exceed 400 words (excluding title and authors), and should be structured as follows:

Aim/Introduction

Materials and Methods

Results

Conclusion

References (if applicable)

The single parts of the abstract must be copied into the corresponding fields. Simple tables can be included for the review process but **will be removed in all publications**. The abstract body can be edited at any time before the deadline. After the extended deadline, which is **May 2, 2024, 23:59 CEST**, no further amendments to the abstract are allowed.

Step 7: Additional Information

The submitter is required to agree to the following statements. Without agreement, the submission cannot be finalised.

- 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.

Step 8: Presentation Preference

The submitter's preference for abstract presentation must be specified as either 'Oral or e-Poster' or 'e-Poster only'. **Opting for the 'e-Poster only' choice automatically makes the abstract ineligible for acceptance in any congress sessions.**

Step 10: Submission

Abstracts must be submitted by the extended submission deadline **May 2, 2024 – 23:59 CEST**. Late submissions will not be accepted. Abstracts still in 'Incomplete Status' will not be considered for the review process.

Review Process

All abstracts will undergo a blinded scoring process by a panel of 4 to 6 EANM reviewers. These reviewers have been meticulously selected based on their expertise, ensuring that each is assigned



to evaluate abstracts within their respective categories.

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 in the topic within the scientific community.

The EANM Scientific Programme Representatives will make the final selection in June 2024, deciding on the presentation format, day, and time for each abstract. No rescheduling or changes will be permitted.

Notification of Abstract Acceptance

All abstract submitters will be notified by e-mail on **June 21, 2024**, about the outcome of their abstract submission (accepted or rejected). Please ensure that the e-mail address provided during the submission process is accurate as all correspondences will be made via e-mail.

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

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

All expenses (airfare, hotel, reviewing process, etc.) 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 featured in the September edition of Springer's European Journal of Nuclear Medicine and Molecular Imaging (EJNMMI). The accepted abstracts will be published as submitted and will be made open access until the conclusion of the EANM'24 Congress. The accepted abstracts should neither be published in other journals or online platforms, nor presented at any other congress or conference, until after their presentation at the EANM'24 Congress.

Abstract Related Presentations & Certificates

Abstract accepted for an oral TROP/FEATURED Presentation: the presenter will receive a certificate of presentation after the Congress.

Abstract accepted for an e-Poster Presentation: the presenter will receive a certificate of presentation after the Congress.

Abstract accepted as an e-Poster only: the submitter will be required to upload an electronic e-Poster. A certificate confirming that the e-Poster was successfully uploaded will be issued after the Congress, only if the upload is completed by the specified deadline.