

ISEV2017 ABSTRACT SUBMISSION GUIDELINES

Introduction

The abstract submission guidelines of the ISEV2017 Congress are intended to provide clear instructions for submitting an abstract. You are kindly requested to carefully read the guidelines below before starting the submission process.

ISEV and the ISEV2017 International Organizing Committee (IOC) maintain the right to reject any abstract that does not meet the requirements stated below.

The deadline for abstract submission is 15 January 2017, 23:59 CET. Submissions received after this deadline will not be considered.

The Presenting Author must be registered for the meeting by 14 April 2017.

General abstract guidelines

1. The abstract must contain primary scientific data or detail clinical observations.
2. Product-oriented abstracts submitted by industry representatives that do not meet the scientific or clinical requirements will be rejected. (To present novel products during ISEV2017, please see our sponsor brochure, in which we offer several possibilities for oral presentation in the sponsor track).
3. Abstracts submitted for ISEV2017 must contain original information, not published elsewhere.
4. The presenting author is responsible for ensuring that all authors have read the abstract and agreed to be co-authors.
5. All research and studies in submitted abstracts that involve human subjects or experimental animals must comply with the Declaration of Helsinki.
6. In clinical studies, please state whether informed consent was obtained and whether the study was approved by a recognized medical ethics committee.
7. If off-label use of drugs was involved in the study, please state this clearly.
8. If the research included in your abstract was supported by industry, indicate this when uploading your abstract.
9. Indicate the funding agency of your work if applicable.
10. The abstract title and text may not contain trade names. ISEV reserves the right to replace trade names in accepted abstracts.
11. Do not partition results from the same study into multiple abstracts. ISEV reserves the right to reject abstracts when inappropriate partitioning of data is suspected.

12. Similarly, do not submit a copy or close copy of an abstract under more than one topic. Abstracts that appear to be submitted multiple times under different topics will be rejected.

13. Abstracts should be submitted in clear English to allow the reviewers to focus on the scientific content of the abstract. Non-English speaking authors are encouraged to have their abstract checked for grammar and spelling.

14. ISEV assumes that all presenting authors have proficiency in English, and thus are able to present and respond to questions. Authors are otherwise encouraged to choose poster presentation as their preference.

Abstract review, selection and publication

An international panel of experts representing all subspecialties and based in a large number of countries will review all abstracts received on or before 15 January 2017. Each abstract will be reviewed by three experts. The submitter and presenting author will receive confirmation of acceptance for oral presentation, poster presentation, or a notice of rejection, on or around 23 February 2017, by e-mail. No revisions can be made after the abstract deadline. There will be room for a very limited number of late breaking abstracts with a later deadline. Please consult the ISEV meeting website for details. The highest ranked abstracts will be selected for oral presentation. Authors of abstracts selected for oral presentation will be informed about the session and date of presentation, and presentation guidelines will be provided. Poster presenters will be informed about the date of the poster session and will receive guidelines for preparation and presentation. High-quality abstracts accepted for poster presentation and submitted by junior investigators (<10 years after PhD) will also be considered for an oral "poster-pitch" session to accompany poster presentation. All accepted abstracts will be published in The Journal of Extracellular Vesicles and will be made available on the congress website at the time of the meeting.

Withdrawal policy

If authors wish to withdraw the abstracts from presentation or publication, they are requested to send an e-mail to the Registration and Abstract Handling Office (contact@isev.org) before 3 February 2017. After 3 February, abstracts will be prepared for publication in The Journal of Extracellular Vesicles. Withdrawn abstracts cannot be presented or published.

Abstract Topics

1. EV biogenesis (from prokaryotes to eukaryotes)
2. EV in the environment and cross kingdom communication
3. Cellular and organ targeting of EVs
4. EVs in cellular differentiation & organ development
5. EVs and the immune system
6. EVs in the nervous system (including blood-brain-barrier)
7. EVs in reproduction & pregnancy
8. EVs in tissue injury & coagulation
9. EVs in tissue repair & remodeling
10. EV in tumor immunology
11. EV in tumor angiogenesis
12. EVs and stem cells (including cancer)
13. EVs in tumor metastasis
14. EV in cancer (except metastasis, immunology, angiogenesis, stem cells)
15. EVs in acute and chronic Inflammatory disorders

16. EVs in diseases of the nervous system
17. EVs in cardiovascular diseases and vascular disorders
18. EVs in viruses and viral infections
19. EVs in parasitic, bacterial and fungal infections
20. EV-based cancer Biomarkers
21. EV-based non-cancer Biomarkers
22. EV-inspired therapeutics and vaccines
23. Analysis of EVs in body fluids; preparative studies, spike-ins, etc.
24. EV proteomics & lipidomics
25. EV transcriptomics
26. Novel developments in EV isolation
27. Novel developments in EV characterization

Instructions: Online Submission

The online submission system will take you step-by-step through the submission of your abstract. To access the abstract form, click "Join Now." You will create your account and provide the required information indicated by a red asterisk (*). Once your account is created, click on "Click here to begin a new abstract."

Abstract title: The title (including spaces) should not exceed 200 characters. Please only capitalize the first letter of the first word (does not apply to abbreviations). Do not type a full stop (.) at the end of the title and please do not use trade names. Choose if you are submitting as an Oral or Poster abstract. Indicate if you, as the submitter, are an author on the abstract.

You will then proceed to completing the two (2) tasks for abstract submission.

1. Author Information
2. Abstract Information

When creating your account, you will be able to indicate if you are to be listed as an Author or not (if submitting on someone else's behalf).

Abstract Information Page

On this page, you will see your account, please open it and designate if you are the First Author, Last Author, Co Author or Presenting Author and click "Continue."

Continue to add authors as follows:

- Enter their First Name, Last Name and Email Address and click on their role/roles (First Author, Last Author, Co Author, Presenting Author). Press "Add Author."
- NOTE: A Presenting Author should have 2 roles.
- Click on their name to add their:
 - Affiliation
 - City
 - Country
- Once all information is complete for each author, a green check mark will appear beside their name.

Please ensure your Authors are in the correct order. Use the up and down arrows beside the author name to rank them in order that they should appear on the abstract. **Remember, the Last Author should be the Primary/Senior Researcher. The First Author will be the first name to appear in the abstract book.**

Once your authors are added and ordered, click "Save Authors."

Abstract Information

Please review your Abstract Tile.

Choose two (2) Topics for your Abstract.

Advise if the Primary/Last Author is a Senior or Junior Researcher.

Abstract text may not exceed 2000 characters. Do not use HTML codes and 'end of lines' as the text will automatically wrap. **Please adopt the following structured format: Introduction; Methods; Results and Summary/conclusion.** Graphs, tables and pictures are not allowed.

Click "Save Submission."

Once you Save your submission and all items have a "green checkmark" indicating completion, you can click on "Click here for a preview of your submission." This will give you the ability to review and edit your abstract. After submitting your abstract successfully, you will receive confirmation of the submission by e-mail from contact@isev.org. Please note, you will be able to access and edit your submission as often as necessary prior to the submission deadline (15 January 2017, 23:59 CET). After this deadline, you will no longer be able to make any edits.

Language setting of your keyboard

The keyboard configuration of computers in non-Western countries may cause problems with the printing of the abstracts when special non-Western characters are used. To avoid these problems the language setting of your computer should be changed. To do this select "Start" then Settings", then "Control Panel" and then choosing "Keyboard." Once in this menu, set the language of your computer to English (United States) or US (International). Next, open MS Word (or the word processing software you are using) and set the font type to Arial. In the preparation of your abstract, if you require certain special characters that are not available, (e.g. '±', '®', 'μ'), use the insert symbol feature (special characters). To do this, select Arial as the font, then select the required character, and copy and paste the symbol into the text of the abstract. If a special character is still not available, describe the character, e.g. 'alpha'.