



RULES FOR ASSESSMENT OF ABSTRACTS (ORAL PRESENTATIONS AND POSTERS) AT 2024 ANNUAL CONGRESS

Abstracts must be submitted electronically by 31.05.2024, 24:00 h.

No abstracts of the Industry are allowed and will be rejected.

At least one of the authors must work in Switzerland. In the case of multicentre studies, these must have been coordinated from Switzerland and the research protocol must also have been drawn up here.

The Congress President SGG/SGVC/SASL, where applicable with the aid of the scientific committee, will allocate abstracts to competent reviewers. Every abstract must be assessed by at least 3 reviewers.

Reviewers must assess all the abstracts allocated to them. They must not assess abstracts from their own working group/clinic. If an abstract has fewer than 3 votes, an additional reviewer will be engaged for the relevant group of abstracts.

It is the responsibility of the scientific committee to decide which abstract is displayed as a paper and which as a poster. The Congress President or the representatives of SGG, SGVC and SASL will make the final decision.

Abstracts may be refused without reasons being given.

The voting and decision-making criteria are secret.

Stephan Brand, Congress-Chairman, March 2024

Technical information for the submission

All abstracts have to be submitted through the online abstract submission system. Abstracts must be prepared according to the following guidelines.

Registration of the corresponding author

Please note that the corresponding author **MUST** register before submitting an abstract in order to obtain a password to enter the abstract submission area of the site.

Title

Please use Upper and Lower case letters for your title.
DO NOT USE ALL CAPITALS.

Authors

Author or authors' names: full first name(s), middle initial(s), full family name

Affiliations

Affiliation details of all authors: department; institution / hospital; city; country (if relevant)

Abstracts

The entire abstract including the title (in bold, upper and lower case characters), authors (not bold!), affiliation (not bold), abstract text, figure(s) and table(s) must be submitted as a pdf file. This file will be used for the abstract book (printed as a supplement of the journal "Swiss Medical Weekly").

Please divide your abstract into 4 paragraphs: background, methods, results, conclusions.

Prepare your abstract in a text editing program (e.g. Microsoft Word).

Use **one** A4 page (one page is the maximum allowed length of abstract !!!), set margins to 25 mm on all sides.

The only fonts to be used are Arial or Helvetica.

Minimum font size = 16 (This is very important, because for printing the abstract book, the abstracts will be reduced to 50% of their size in order to print 4 abstracts per A4 page. If you use smaller fonts, your abstract will not be readable in the abstract book.)

Integrate all tables and figures into the word document.

Save the document as a doc or docx file, convert into a pdf file and save this pdf file either using Adobe Acrobat or the program FreePDF ([Get FreePDF](#)). You will have to submit the pdf file of your abstract later during the submission process.

Abstracts for video sessions

We encourage the submission of videos for the corresponding dedicated sessions of the congress. If you are interested to submit a video, please submit a text abstract first via the regular online submission system, describing the content of your video in detail. Video presentations will be selected based on this abstract and presenters shall be informed at the beginning of July. The finalized video will then have to be submitted for review by the Scientific Committee by mid-August.

Submit the abstract using the [online submission system](#).