NEDERLANDSE **TRANSPLANTATIE** VERENIGING

Instructions for submitting an abstract

Step 1: Create an account
- When submitting your abstract, any data from previous years will no longer be valid.
- Create a user name and password at the *New subscription* option below.
- Click *Next* at the left of the top or bottom of the page.

Stap 2: Enter the abstract details
- When logging in for the first time, you can only select the *Start new abstract* option. Click on this button.
- You will be taken to a new field where you can enter all the details of the abstract.
- When entering the abstract details, please note the following:
    - Abstracts need to be compiled in **English** and need to be presented in English when accepted at the Bootcongres.
    - Nursing and allied healthcare abstracts can be compiled and presented in English or Dutch as per your preference.
    - There should be *NO* traceable (institution)names displayed in the abstract itself.
    - Title should *NOT* be in capitals and a maximum of 30 words.
    - Body text is a maximum of 350 words.
    - Abstracts need to include the purpose of the research project, followed by a description of the methods, results and conclusions.
    - Please check thoroughly for special symbols ($\geq$ µ γ α β $\leq$ ® ± ™ and sub- and super script) when copying your text into the text field below.
    - Use of charts and tables is *NOT* allowed.
    - **NOTE:** it is important to check the text of your abstract *diligently* before submitting to the abstract module.
- It is possible to save information and continue entering the abstract later.

Step 3: Filling out the authors
- The contact person is *ALWAYS* the one submitting the abstract and and will *ALWAYS* be listed at the top of the author list. Therefore, start with filing out your own details.
- By default, this contact person is set as the main author and presenter of the abstract. You can use the sliders on the right to change the role of presenter if someone else will be giving the presentation.
- Please register all (co-) authors, with a maximum of 40 authors. **NOTE**: the person submitting the abstract is automatically main author.
- You can submit only one presenting author.
- Ensure that you add (co-)authors in the correct order. You can change their order in the main menu if necessary. Once three or more authors have been entered, three horizontal dashes will appear in front of the author's name. By clicking and holding the mouse button, you can move authors up or down.
- If the abstract is in English, enter job titles in English as well.
- At *Affiliations* the Dutch transplant institutes are pre-entered in both English and Dutch versions. Select the language corresponding to that of the abstract.
- Add a new institute only if it is not already listed under *Affiliations*.

- **NOTE:** enter the department in the correct language, corresponding to the language of the abstract. The department is a separate input field and must **_NOT_** be added to the name of the institute.
- When entering the authors' personal details, please note the following:
  - Initials should **_ONLY_** be the first letters of the given name(s), with periods between them.
  - Prefixes (van, de, van den, etc.) are entered in a separate field and always in lower case.
  - In the case of a double surname, there is no space around the hyphen, and any prefix is in lower case; e.g., Jansen-van Dijk.
  - Enter only the preferred first name in the "first name" field.

Step 4: Submit abstract
- Once all authors have been entered, click *Next* at the top or bottom of the page.
- An overview of the abstract will now be displayed.
- Check that everything is correct. Then tick the box at the bottom of the page to indicate your agreement and click *Submit* at the top or bottom of the page.
- A message will appear confirming that the abstract has been received.
- It is also possible to enter multiple abstracts in one account. After submitting the first abstract, click on the top button on the left-hand side labelled *1 Abstracts*. This will open an overview of completed and/or saved abstracts. You can now add a new abstract or make changes to previously entered abstracts.

Abstracts will be reviewed anonymously.

To conclude: we advise you to **_NOT_** make use of Internet Explorer/Edge when submitting your abstracts.

Abstracts can be submitted until ***Monday the 10th of November 2025 23h59.***
The deadline will **_NOT_** be extended in any case.

Questions? Email to congres@transplantatievereniging.nl