



NEDERLANDSE **TRANSPLANTATIE** VERENIGING

# **NTV BOOTCONGRES**

**17 and 18 March 2027**

**MECC Maastricht**

**Instructions abstract submission**

## Step 1: Create an account

- If you have submitted an abstract for previous editions of the Bootcongres, please note that the abstract module has been completely revised. Any data from previous years will no longer be valid.
- To submit your first abstract, please click *Create Account*. Complete the instructions and click the *Create account* button displayed at the bottom right.
- The page with the *Dashboard* will appear. To start submitting your abstract you need to first complete the account details. You should therefore click *Account*, either in the dashboard or in the menu on the left.

## Step 2: Complete the account

- As the person submitting the abstract you will automatically be listed as the contact person. You should therefore start by completing your personal details.
- The contact person is **ALWAYS** the one submitting the abstract and will **ALWAYS** be listed at the top of the author list.
- By default, the contact person is set as the main author and presenter of the abstract. If necessary, you can change the roles and position in the list when you enter the other authors of the abstract in Step 4.
- When entering your 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 should be no space around the hyphen, and any prefix should be in lower case; e.g., Jansen-van Dijk.
  - Enter only the preferred first name in the "first name" field.
- Add the affiliation(s) of your choice to the list of selected affiliation(s) and change their order as needed.
- If the institution/organisation is not listed in the dropdown menu, please click *Add new affiliation*.
- Please use the **English** name when entering job title, department and affiliations.
- You can add a maximum of 3 affiliations.
- The department is a separate input field and must **NOT** be added to the name of the institution.
- The department field must contain the official department name as used by the associated institution and must start with "Department of ...". A department may be further specified by adding a division or laboratory, e.g. Department of Internal Medicine, Division of Nephrology.
- When finished click the *Submit* button at the bottom right.

## Step 3: Enter the abstract details

- Go back to the *Dashboard* and click on *Your abstracts*.
- Before starting your submission, please note the following:
  - The abstract text must be written in **English** and, if accepted, must be presented in English at the NTV Bootcongres 2027.
  - Nursing and allied healthcare abstracts may be written and presented in either English or Dutch, according to your preference.
  - Please use the **English name** when entering job title, department and affiliations for all the abstracts you submit including the Nursing and allied healthcare abstracts with a Dutch abstract text.
- When logging in for the first time, start by clicking the *Submit new abstract* button.

- You will be taken to a new page where you can enter the title and category of your abstract. When entering your title please be advised of the following:
  - The abstract itself must **NOT** contain any identifiable institution names.
  - The title should **NOT** be in capitals and have a maximum of 30 words.
- When finished click the *Next step* button on the bottom right.
- Next, you can enter the abstract text. Please note the following:
  - The abstract itself must **NOT** contain any identifiable institution names.
  - The abstract text is limited to 350 words.
  - Abstracts need to include the purpose of the research project, followed by a description of the methods, results and conclusions.
  - Please check carefully for special symbols ( $\geq \mu \gamma \alpha \beta \leq ^\circ \pm ^\text{TM}$  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 *carefully* before submitting to the abstract module.
- Any changes you make will be saved in real time. Therefore it is possible to finish your submission on a later date or time.
- When finished click the *Next step* button.

#### Step 4: Filling out the authors

- In the *Selected (co-)authors/presenters* column your own details have already been entered. By default, the contact person is set as the main author for the abstract. When you need to change this role, click on the *Edit details* icon  and change the role and click *Save* at the bottom right.
- You can now start to add the other authors for the abstract by clicking the *Add new* button.
- Please register all (co-) authors, with a maximum of 40 authors.
- 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.
- Add the affiliation(s) of your choice to the list of selected affiliation(s), and change their order as needed.
- When the institution/organisation is not listed in the dropdown menu, please click *Add new affiliation*.
- Please use the **English** name when entering job title, department and affiliations.
- You can add a maximum of 3 affiliations.
- The department is a separate input field and must **NOT** be added to the name of the institution.
- The department field must contain the official department name as used by the associated institution and must start with "Department of ...". A department may be further specified by adding a division or laboratory, e.g. Department of Internal Medicine, Division of Nephrology.
- When you have entered all the authors, please ensure that they are in the correct order. You can change their order if necessary using the three horizontal lines icon  next to the author's name. By clicking and holding the mouse button, you can move authors up or down.
- Every abstract should contain 1 presenter and at least 1 main author.
- By default, the contact person is set as the presenter for the abstract. You can change this role by clicking the *Designated as presenter* icon  behind the name of the correct author in the *Selected (co-)authors/presenters* list.
- When finished click the *Next step* button at the bottom right.

- When you submit more than one abstract, previously submitted (co-)authors will be displayed on the left. You can easily add them to the new abstract by dragging them to the selection box. You can also add new (co-)authors, change roles and indicate which of the selected authors will give the presentation.

## Step 5:      **Submit abstract**

- An overview of the abstract will now be displayed.
- Check that everything is correct. Then tick both boxes at the bottom of the page to indicate your agreement and click the *Submit* button at the bottom right 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 *Your abstracts* in the menu on the left. 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.
- When finished go to *Dashboard* in the menu on the left and click *Log out*.

Abstracts will be reviewed anonymously.

Abstracts can be submitted until **Monday 9 November 2026 at 23:59**.  
The deadline will **NOT** be extended under any circumstances.

Questions? Please email [congres@transplantatievereniging.nl](mailto:congres@transplantatievereniging.nl)