Late-breaking Abstract Submission

There will be a late-breaking abstract submission period for authors to submit their break-through findings in the field of diabetes.

Authors should only submit abstracts which comply with the following conditions:

- Should contain new research findings
- Should not contain preliminary data
- Results published or likely to have been published before 8 December 2017 are not allowed

The IDF 2017 Congress welcomes original abstracts on subjects relevant to the following 9 streams:

- Basic and Clinical Science
- Science of Diabetic Complications
- Diabetes and Disasters
- Diabetic Foot
- Diabetes in Society and Culture
- Diabetes in Women and Children
- Education and Integrated Care
- Epidemiology and Public Health
- Living with Diabetes

Guidelines

Online abstract submission opens on 14 July and closes on 28 July at 23:59 GMT.

- **Submission mode:** Late-breaking abstract submission is only possible online at www.idf.org/congress. Abstracts submitted by post, fax or email will NOT be accepted. The online abstract submission module will NOT be available after 28 July 2017.
- **IDF congress profile:** In order to submit an abstract, a congress profile must be created giving access to the online late-breaking abstract submission module. The submitting author must ensure accurate contact details are entered. One or more abstracts can be submitted by logging into this congress profile.
- **Submitting author / presenting author:** If the submitting author is not also the presenting author, the submitting author is responsible for informing the presenting author of all communications received regarding the abstract.
- **Presenting author registration:** The presenting author must be registered by 15 September 2017. If the presenting author is not registered by 15 September 2017 their abstract will be REMOVED from the programme. To benefit from the early registration rate, the presenting author must register by 18 August 2017, after that date the standard rate will apply.
- **Number of submissions:** There can only be ONE presenting author per abstract. The same abstract CANNOT be submitted multiple times by different submitting authors or by listing different presenting authors. An unlimited number of abstracts can be submitted by an author.
- **Language:** All late-breaking abstracts must be submitted in English. Should English not be your first language, you may wish to have your abstract examined by a native English speaker prior to submission.
- **Accuracy of content:** Submitted late-breaking abstracts may be edited online up to the abstract submission deadline of 28 July 2017. This can be done by emailing programme@idf.org. Abstracts CANNOT be edited or revised in any way after the deadline. All accepted abstracts will be published as submitted by the authors. The responsibility for the submission of an accurate and precise abstract lies solely with the authors.
• **Originality of abstracts**: Work published elsewhere before 4 December 2017 should NOT be submitted to the IDF 2017 Congress. However, previously published work can be resubmitted provided there are new methods and/or findings.

• **Disclosure of interests**: Any financial relationships with commercial entities related to the authors or products and processes described in the work must be correctly disclosed.

• **Regulatory approval**: The submitting author confirms that local regulatory approval has been obtained as required by local laws.

• **Author consent**: The submitting author declares all authors have read and approved the submitted work.

• **Copyright transfer**: Authors must attest that their submitted work does not infringe any copyright legislation. Copyright for the publication of abstracts is automatically transferred to the International Diabetes Federation upon submission and acceptance of the regulations within the online submission module.

For rejected abstracts, the copyright reverts back to the authors.

**Submission instructions:**

• **Stream**: Ensure that you select the MOST relevant stream which BEST describes the content of your abstract.

• **Abstract title**: The title is limited to 120 characters including spaces and should be brief and relevant. Special characters should NOT be used in your title but spelt out instead (e.g. $\alpha$ should be written as alpha, $\beta$ as beta). Only use standard abbreviations and generic drug names in the title.

• **Authors**: Only 12 authors and/or study groups can be listed. Only one institution can be entered per author.

• **Abstract body**: The abstract *structure* is laid out under the headings Background, Aims, Method, Results and Discussion. *Font size and style* will be automatically configured by the system.

• **Tables** will be accepted in the submission field and count towards the word limit. The word deduction for tables is not fixed and will be generated by the word count shown below the submission field.

• **The length** of the abstract is limited to 700 words. Only the abstract body and any inserted tables count towards this word limit. The word count displayed beneath the submission field is final and indisputable.

• Only commonly accepted *abbreviations* should be used. Treatment groups or drug names should NOT be abbreviated. Less widely recognised abbreviations may be used if introduced on first usage.

• Only approved and generic (non-proprietary) *drug names* should be used.

• Do NOT enter the title, authors, or grant information into the abstract body submission field but include any *references* at the end of the abstract.

**Selection and notification process:**

• **Selection**: All submitted abstracts will be reviewed by the Programme Committee. The Programme Committee reserves the right to accept or reject any submitted abstract. The decision of the Programme Committee is final and irrevocable.

• **Notification**: Notice of acceptance or rejection of submitted late-breaking abstracts will be sent to the submitting authors by 1 September 2017. It is the responsibility of the submitting author to inform all other authors of the status of the abstract. A submitting author may also check their congress profile to see the status of the abstract.

• **Author Registration**: Presenting authors of accepted abstracts MUST register for the congress by 15 September 2017. If the entire registration fee is not paid by the deadline, the abstract will be automatically withdrawn and will NOT be presented or published. To benefit from the early registration rate, authors must register by 18 August 2017.

• **Presenting author changes**: Changes to the presenting author for an abstract need to be requested by emailing programme@idf.org.

**IDF grants:**

• Authors submitting late-breaking abstracts are not eligible to apply for a grant.