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**10<sup>th</sup> Biennial Meeting**  
of the International Society for  
Gastrointestinal Hereditary Tumours

**ABSTRACT SUBMISSION  
GUIDELINE**

June 19 – 22, 2024  
Barcelona

**SUBMISSION DEADLINE**

**JANUARY 15<sup>th</sup>, 2024**





## ABSTRACT SUBMISSION

On behalf of Organising Committee of the **10<sup>th</sup> Biennial Meeting of the International Society for Gastrointestinal Hereditary Tumours (InSiGHT)**, we would like to thank you for submitting your work as an abstract.

The on-line submission and evaluation process is administered by Ms. Laura Bravo, the conference organising secretariat, TACTICS. Please take a moment to read the below guidelines before proceeding to submit your abstract.

**ABSTRACT SUBMISSION DEADLINE IS**  
**JANUARY 15<sup>TH</sup>, 2024**

## ABSTRACT PREPARATION

Please take a moment to read the below guidelines before submitting your abstract:

- All abstracts must be written in **English**.
- All abstracts must be submitted on-line through the abstract submission system by **January 15<sup>th</sup>, 2024** by **23:59 CET**. Abstracts that are sent via e-mail will not be included in the abstract assessment process.
- Always make sure to check the final abstract with the system's preview function before submission and edit or replace as necessary. It is the author's responsibility to submit a correct abstract. Any errors in spelling, grammar or scientific fact will be reproduced as typed by the author.
- The submitting and presenting authors are required to ensure that all co-authors are aware of the content of the abstract before the submission.

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- **The presenting author will be required to register for the conference if their abstract is accepted.**
- InSiGHT reserves the right to exclude any abstract from the scientific programme that is not followed by a participant registration.
- Withdrawal of abstracts is only accepted if notified in writing and subsequently confirmed by the InSiGHT 2024 Meeting Organizing Secretariat.
- **Category:** A main theme from the list below that best represents your abstract must be selected during Step 1 of the submission process. The Scientific Committee reserves the right to change the topics during the abstract assessment process.
  - Genetics: Research, Germline, Genomics, Variomics
  - Cancer Pathway-Somatic Mutations, Pathology
  - Epidemiology and Registries
  - Clinical: Diagnosis, Endoscopy, Management, Implementation
  - Clinical: Counselling, Psychosocial
  - Chemoprevention
  - Early Onset Colorectal Cancer
- **Preferred presentation types:** One of the below presentation options can be selected.
  - Oral presentation
  - Poster presentation
- **Institution(s):** The institution(s) of the authors should be indicated fully with the "department" and "institution" names while avoiding any abbreviations such as Dept., Inst., Hosp., etc. Please include the City and Country for each institution. (For US, please make sure to enter the country information after the state name.)

Do not include title or degrees.

**Enter each affiliation only once:** i.e., if there are 5 authors and 3 of whom are from same affiliation and 2 of whom are from another, you will have 2 institutions, NOT 5. However, if there are 2 or more departments at the same institution represented, they can be entered separately.

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**If any of the authors have more than one affiliation, enter both affiliations in a compounded style as one affiliation:** i.e., if there are 5 authors and 2 of whom are from same affiliation (Institute A), 2 of whom are from another (Institute B), and 1 of whom is from both affiliations (Institutes A and B), you will have 3 institutions, NOT 5 or NOT 2. (First institution: Institute A, second one: Institute B and the third one: Institute A & Institute B). Include the City and Country for each affiliation.

- **Author(s):** First, middle and last names of all the authors must be fully indicated correctly and in the right order. Please pay attention to match the institutions to the right authors, and make sure that you select the “presenting author” correctly.
- **Presenting Author Information:** Please enter the presenting author’s contact information.
- **Abstract Title:** Abstract title can contain a maximum of 250 characters.
- **Abstract Body:** The abstract must not exceed 2,500 characters including spaces. The title of the abstract, authors' names, institutions and key words are not included in this limit, and those should not be entered in this section. Abstract texts should be consisting of four sections given below:
  - Background and Aim
  - Method
  - Results
  - Conclusions
- Standard scientific abbreviations may be used - non-standard abbreviations should be included in parenthesis after the first use of the full word.
- Present sufficient data to support conclusions - it is unsatisfactory to use statements such as 'data will be presented' or 'results will be discussed'.
- Check spelling and grammar. Submitted material will be published in meeting materials - the abstract should, therefore, contain no errors.
- Abstracts must not contain copyrighted material unless the author has obtained permission.

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- **Keywords:** Minimum 1 keyword is required, and maximum 6 keywords can be entered. All keywords should be separated with commas.
- **Tables and Figures:** Up to 2 tables and/or figures (e.g., 2 tables, 2 figures or 1 table and 1 figure) can be uploaded. Do not exceed this limit or the abstract will be returned.
  - Each table and/or figure should be uploaded separately.
  - Tables and Figures do NOT count toward the 2500 characters count.
- **Conflict of Interest:** Presenting author must declare if he/she has any conflict of interests in their abstract with selecting Yes/No option.

*Please do not submit multiple copies of the same abstract.*

*Please note your username and password for future use. If you forget this information, please get in contact with the Meeting Organising Secretariat: [laura.bravo@tacticsmd.net](mailto:laura.bravo@tacticsmd.net)*

*No edits are allowed after submitting your abstract. If you would like to make any changes to your abstract (allowed until the deadline), please contact our Meeting Organising Secretariat: [laura.bravo@tacticsmd.net](mailto:laura.bravo@tacticsmd.net)*

Please ensure that the e-mail address of presenting author is entered correctly to enable the Meeting Organising Secretariat to communicate the presenting author regarding the abstract.

All information regarding the acceptance, any required adjustments, and scheduling will be communicated via e-mail to the abstract's presenting author.

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- When the submission process is finalized, you will see your abstract under the heading "Submitted Abstracts". If your abstract is not seen there, please kindly turn back and check the steps of your submission. Please be aware that the Scientific Committee will not receive "Not-Submitted Abstracts" and these therefore CANNOT be taken into consideration in the abstract evaluation process.
- Upon submitting of your abstract an e-mail including the "Abstract Number" and "Abstract Title" will be sent to the submitting author.

## EVALUATION PROCESS AND ACCEPTANCE LETTERS

All submitted abstracts will pass through an evaluation process by the scientific committee of the conference.

- Only those accepted will be invited to present at the Meeting. You will receive notification confirming whether your abstract has been accepted or declined by **the second week of March 2024**.
- **Important:** The **abstract presenting author must be registered** for the conference at the latest by **April, 1st, 2024**.
- Abstracts of unregistered presenting authors who do not complete the registration payment by this deadline will be removed from the final programme and will not be published in the meeting abstract e-book.

For any doubt or more information, please contact or **Meeting Organizing Secretariat**. They will be glad to help you with the submission.

**Thank you! We look forward to welcoming you in Barcelona.**

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**Submit Abstract**



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