



## Abstract Submission Guidelines

We would like to cordially invite you to participate in the above mentioned meeting.

The Scientific Committee invites you to the submission of abstracts for consideration for an oral or poster presentation in the Conference program.

The contribution of presenters is crucial to the success of the Conference and we greatly value your input.

### Key Dates

Abstract submission deadline:	15 October 2022
Author notifications	20 November 2022
Early bird conference registration for Authors	until 9 December 2022

Conference registration for Authors after 9 December 2022 is still possible.

### Key Facts

Abstracts must be submitted by the author via the website /abstract submission portal <https://www.headneck-cancer.de/abstract.html>

A short message will show up at the screen upon successful submission of the abstract.

- Submitted abstracts will be subject to internal review. The selection criteria include relevance and significance to the Conference as well as accuracy and originality.
- Lodgement of an abstract acknowledges your consent to publication of the abstract in Conference publications (hard copy or electronic) provided to all delegates (if accepted).

### Registration

- The acceptance and publication of the abstract implies that at least one author must attend the Conference to present the paper.
- Deadline for authors registration and payment: 9 December 2022
- Registration for the Conference <https://www.headneck-cancer.de/registration.html>
- Presenters will be required to fund their own travel, accommodation and registration costs.

### Guide to Authors

- The abstracts will be published as submitted. Please check grammar, spelling and wording thoroughly before submission.
- You can login and edit your abstract until 15 October 2022
- The length of the abstract should not exceed 1800 characters
- The abstract text itself may neither contain the abstract title nor the author(s). Please specify both separately in the appropriate fields of the submission form.
- Do not write in upper case letters! Please use capitals only for the first letter of a name or noun.

### Abstract Submission

1. Register on the Abstract submission Portal: <https://www.headneck-cancer.de/abstract.html>

2. Choose the preferred type of presentation: Oral presentation or poster (Although you may indicate your preferred type of presentation, the final decision will be made by the Scientific Committee)

3. Please select a session where you think your abstract would best fit:

- Tumor immunology
- Molecular Oncology
- Tumor cell signalling
- Tumor Signatures and personalized approaches
- HPV-related Head and Neck Cancer
- Liquid Biopsy
- Surgery
- Investigator Initiated Trials
- Imaging and Artificial Intelligence

4. Please note all authors:

• *Example:*

Smith, J (Water Institute, London, United Kingdom)

Müller, B (Technical University, Berlin, Germany)

- One author per line including affiliation/s
- Each line must contain the following in this order: family name, initial/s of given name (institution, city, country)
- Please insert comma "," after the family name.
- Please only enter initial/s of given name, do not insert full stop ".".
- Please enclose affiliation in round brackets "( )" and use commas to separate each of the 3 entries within the brackets.
- Presenting author (\*): Example: Smith, J (Water Institute, London, United Kingdom)

5. Please enter the text of your abstract as plain text without abstract title and without author(s)!

The length of the text is limited to 1800 characters.

You may introduce paragraphs, but do not set a break after each line.

Tables or graphics may NOT be included in the abstract.

The following HTML-Tags are available:

italics <i>text</i>

bold <b>text</b>

underlined <u>text</u>

subscript <sub>text</sub>

superscript <sup>text</sup>

If you use copy & paste from an MS Word, rich text format or other document, you may get control characters in your text, e.g. syllabication characters.

Please check your text thoroughly and delete them manually.

### **Review Process**

Following the review of all abstracts, authors will be notified via email of their abstract acceptance until 20 November 2022.

This notification will include advice regarding the format (i.e. oral or poster) selected for the presentation.

### **Presentation**

Oral Presentation: Unless advised otherwise, all oral presentations are 8 minutes, plus 2 minutes for discussion.

Poster Presentation: Posters will be displayed throughout the Conference. Authors are required to create an A0 size, portrait static poster. Authors will also be asked to attend to their poster during a designated poster session.