# Instructions for abstract submission

1. **DEADLINE:** The deadline for electronic submissions is **Tuesday 16 March 2027**.

2. **ABSTRACT LIMIT:** ISUOG does not place an absolute restriction on the number of abstracts you may submit; however, this system will not allow any individual to submit more than eight (8) abstracts. If you wish to submit more than this, please contact the ISUOG organisers at abstracts@isuog.org who are managing this process.

3. **CHARACTER LIMIT: There is a limit of 2000 characters for the text of your submission and 150 characters for the title of your submission. The 2150 total character count includes spaces, tables and images.** You will be advised of your character count usage throughout the submission process as you save and move to the next step.

4. **TITLE and BODY:** The title should be entered in lower case, using **capital letters only where essential** (e.g. The effect of parity on second trimester uterine artery Doppler parameters). Do not put your title in quotation marks. Do not use formatting tags in the title. Do not add a full stop ('.') at the end of the title. You may copy and paste your submission body from your word processor into the appropriate sections.

   **Abstracts should be structured using the following subheadings:**

   - **For original work (general abstracts):** Objectives, Methods, Results, Conclusions. ***Please note that these sections are clearly marked for you. Please DO NOT include your own subheadings as these will be automatically created for you once you submit the abstract.***

   - **For case reports:** no subheadings

5. **Special characters and formatting:** If you copy and paste the title and/or body from your word processor, special characters should transfer, but formatting will not transfer. You can insert special characters and/or formatting tags using the special character palette. To access the palette, click on the **Ω** symbol located on the Title/Body page.

6. **DISCLOSURES:** You will be asked to complete specific disclosures in order to finalise your submission.

7. **PRESENTATION TYPE and TOPIC:** All abstracts will usually be considered for oral communication, short oral presentation, poster hubs or electronic poster presentation - you will be asked to indicate if you cannot present orally. Select the appropriate topic and sub-topic using the drop-down menus provided. Our Scientific Committee have provided descriptions for each sub-topic to guide your selection during submission, please view these descriptions online and make sure you have chosen the sub-topic that best matches your abstract.

8. **AWARDS/GRANTS:** If you believe your abstract qualifies you for the Young Investigator Award and you would like this to be considered please indicate your interest in the appropriate section of the submission form. All abstracts must be accompanied by the presenter's proof of trainee status to qualify.

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ISUOG is offering the opportunity for young researchers from underserved regions of the world to apply for a Congress Travel Grant. Up to 6 grants are available and to apply all qualifying and eligibility criteria must be met. Applicants will need to upload a letter of recommendation from the Chair of their Department as well as a written statement in Word (.doc or .docx) which must be uploaded to the supplemental data section of the form in step 3. **Please note this is for new applications only (those that have previously received a travel grant will not be considered)**

9. **AUTHORS:** Please enter all authors in the order they should appear in the abstract listing. If you (the contact author) are not the presenter on a submission, you will need to provide contact information on the presenter. Contact information for all authors must be provided.

10. **KEYWORDS (ISUOG only):** Up to 4 keywords may be selected. You are required to enter at least 1 keyword from the list provided.

11. **TABLES and IMAGES:** You may add up to 1 table and 1 image to your submission. **Tables cannot be copied and pasted into the abstract but must be created using the table tool.** Tables and images will appear at the end of your abstract on the proof. Neither tables nor images can be placed within the text of the submission. Please note that tables and images count towards your character count (50 characters per table row and images count up to a maximum of 560 characters depending on size). You will need to click the **"Save"** button to update the character count and check before completion you are within the 2,150 total character limit.

12. **ABSTRACT PROOF:** Carefully check the proof of your abstract. Make sure all special characters and formatting are displaying properly in your proof. If you find errors, return to the appropriate page by clicking on the page name in the left-hand menu to make your corrections. Please note that you are responsible for proofing your own abstracts. These will not be proofed by ISUOG before printing in the abstract book.

13. **COMPLETING YOUR SUBMISSION: If you have not completed all required sections and details, you will not be able to submit your abstract**. When all required information is entered, the "Submit" button will appear at the bottom "Proof and Submit" page.

14. **NOTIFICATIONS:** Notifications of abstract decisions will be sent in June 2027.

15. **SUBMISSION OR MEETING QUESTIONS:** If you have questions regarding the submission criteria or questions about the Congress, please contact the ISUOG Secretariat via email abstracts@isuog.org or telephone (+44 (0)20 74719955).

16. **CUSTOMER CARE:** If you have any difficulty with the submission process, please email ScholarOne Customer Care at ts.acsupport@clarivate.com or call +1 434 9644100. *(Toll free number for the US only (888) 5031050).* ScholarOne Customer Care is available from Monday 12:00 AM EST to Friday 8:30 PM EST (06:00am to 14:30am CET). Customer Care can also be reached from anywhere on the site by clicking the Help link located in the upper right-hand corner of each page.