Abstract Submission Instructions

Thank you for your interest in submitting an abstract to ACC Middle East 2024. Please read the following instructions carefully.

Section 1 walks you through the submission process on the portal.

Section 2 has important information for you after your submission is complete.

SECTION 1: SUBMITTING YOUR ABSTRACT ON THE ACC SUBMISSION SITE

You can begin your case submission by visiting the **Cases** section of the ACC Middle East 2024 site. You can also access the submission site directly.

Title

- Abstract titles should be in all CAPS. The system will not allow you to continue your submission until you make your title in all caps.
- DO NOT:
  - Include authors or institutions in the title. If you do, they will be removed.
  - Use the "Enter" button in your title. This action will add hard returns, which are not allowed.
  - Use abbreviations unless they are commonly known.
  - End the title with a period.
  - Use a comma before "and" in a series.
  - Use quotation marks in a title.
- DO:
  - Use a comma for number 1,000 and above.
  - Substitute a colon for a dash/hyphen except when using prefixes.
  - Hyphenate the first prefix word when there is more than one prefix word used such as Non- Anti...

Category

Submit your abstract to one of the following categories, based on its area of research. Abstracts submitted to a category that do not match the subject matter of the abstract may be given a low score from reviewers.

- Electrophysiology
- Heart Failure and Cardiomyopathies
- Interventional and Structural
- Ischemic Heart Disease
- Multimodality Imaging
- Prevention and Health Promotion
- Valvular Heart Disease

Select "Submit" to move to the next section.

Task 1: Abstract

Clinical Implications:
- In a couple of sentences, state the main clinical implications (or significance) of your study.
- This information may be used as discussion points in educational activities.
- If your abstract is accepted, the clinical implications will not be included in meeting materials as part of your abstract. However, abstract reviewers will see it during the review process.
- This section does not count as part of the 1,900-character limit.

Presenting Author:
- Please enter the name and email address of the author that would be presenting the abstract, if accepted.

Body/Text:
- Abstracts MUST conform to specific size limits, or they will remain in an incomplete status and will not be reviewed.
- Your abstract may not contain more than 1,900 characters, **not including spaces.**
- You may type the body of the abstract directly into the space provided for the abstract body. Upload graphics or images separately (next task). If you paste text from another document (like a Word document), please paste as plain text.
- Do NOT place hard returns at the end of each line.
- You may use five unique abbreviations in the body of the abstract. Spell out the complete phrase followed by the abbreviation in parentheses the first time the abbreviation is used. Only commonly known abbreviations are allowed in the title of the abstract.
- Do not include the title in the abstract body. The title will be collected in the **Title** task.
- Do not include authors and institutions in the abstract body. This data will be collected in the **Author** task.
- The abstract must be presented in the following sequence, using the headings listed:
    - **Background:** In an initial paragraph, provide relevant information regarding the background and purpose of the study, preferably in no more than one or two sentences.
    - **Methods:** Briefly state the methods used.
    - **Results:** Summarize the results in sufficient detail to support the conclusions.
    - **Conclusion:** State the conclusions reached. It is not satisfactory to state "the results will be discussed."
- Please proofread carefully for factual, spelling, and size errors. If accepted, the abstract will be printed in meeting materials exactly as it appears on the online submission system confirmation page.

Adding An Image to Your Submission (Task 2):
- On the **Abstract** tab, you can upload a picture, table and/or graph as an image.
- Each image must be saved as file type of "gif" or "jpeg." Even though the abstract system may allow you to upload a graphic with a different file type those graphics will not be reviewed or reproduced if the abstract is selected.
- **You are limited to uploading one image per submission.**
- Please keep in mind that large and/or complex graphics may not be readable in print or electronic formats.

Task 3: Authors

Please select your co-authors for this submission. An individual who helped you work on the abstract or someone that you would like to recognize in creation of the submission may be included as a co-author.

- The author order is the order that authors will be listed in meeting materials if the abstract is selected for presentation.
- You are required to list your co-author's first name, last name, and email address.
- Use the arrows along the side to switch the order of authors.
- Up to 25 authors can be listed as part of an author block, including the submitter and the group name of an investigating team.

Task 4: Institution Information

- Up to two institutions will be included in your submission. These institutions are entered into the portal using the **Institution Information** task.
- Spell out the full name of the institution.
- Do not include department and/or division names.

Task 5: Attestations
- Read all of the attestations and sign at the bottom.
- Select "Submit Agreement."

Task 6: ACC Travel Award

- Please answer the 5 questions to determine your eligibility for a travel award to ACC.25 in Chicago, IL, USA.

Review My Work/When Is A Submission Considered Complete?

- A submission is complete and ready for submission when, in the Home section, you see the words "Status: Complete" under the title of your abstract.
- It is only submitted to reviewers after the deadline date. You may update or make changes to your abstract up until 11:59:00 Eastern European Summer Time (EEST) on Tuesday, 9 July 2024.
- The date your submission was last edited is next to the status underneath the title of the abstract on your homepage. This will change each time there has been an alteration.
- From the **Home** page, you can send yourself a confirmation of your submission and print a completed version of your submission (select the "Preview" button).

SECTION 2: IMPORTANT INFORMATION AFTER YOUR SUBMISSION IS COMPLETE

Revising Your Submission

- Revisions to your submission can be made until 11:59 EEST on Tuesday, 9 July 2024.
- No changes will be accepted after this date, including, but not limited to, correcting typographical errors, adding or deleting authors, or uploading new charts.
- If any changes are made prior to the deadline, you must select your abstract from the homepage.
- Make certain that you see the words "Status: Complete."

Disposition/Notification of Acceptance

- The presenting author will be emailed a notification with the status of the submission the week of 9 August 2024.

Changing Presenting Authors

- If your abstract is selected for presentation, you may change the presenting author to any author listed on your abstract.
- You may not change the presenting author to someone who is not listed on your submission, and you may not add authors after the submission deadline.
- Presenting author changes can be made up until ACC Middle East 2024.

Withdrawals

- To withdraw an abstract submission, written notification must be sent to atruluck@acc.org. This notification must include the title, authors and affiliations (as submitted), the control number, and the name, affiliation, phone, and e-mail of the submitter. We recommend using the summary page as part of this notification.
- If you do not want your abstract to appear in meeting materials, you must notify us by Monday, 16 September 2024. After this date, we cannot remove the abstract from the meeting materials.