



ISEV2018 LATE-BREAKING ABSTRACT SUBMISSION GUIDELINES

Introduction

The late-breaking abstract submission guidelines of the ISEV2018 Congress are intended to provide clear instructions for submitting a late-breaking abstract. You are kindly requested to carefully read the guidelines below before starting the submission process.

ISEV and the ISEV2018 International Organizing Committee (IOC) maintain the right to reject any submission that does not meet the requirements stated below.

The deadline for late-breaking abstract submission is 12 March January 2018, 23:00 Eastern Time. Submissions received after this deadline will not be considered.

The Presenting Author must be registered for the meeting by 30 March 2018.

General Late-breaking Abstract Guidelines

1. The late-breaking abstract must contain primary scientific data or detail clinical observations.
2. Product-oriented late-breaking abstracts submitted by industry representatives that do not meet the scientific or clinical requirements will not be accepted for oral presentations. However, they may be accepted for poster presentation.
3. Late-breaking abstracts submitted for ISEV2018 must contain original information, not published elsewhere.
4. The presenting author is responsible for ensuring that all authors have read the submission and agreed to be co-authors. The presenting author is also responsible for submitting the information required for co-authors: Name, Affiliation, City, Country, Email.
5. All research and studies in submitted late-breaking abstracts that involve human subjects or experimental animals must comply with the Declaration of Helsinki.
6. In clinical studies, please state whether informed consent was obtained and whether the study was approved by a recognized medical ethics committee.
7. If off-label use of drugs was involved in the study, please state this clearly.
8. If the research included in your late-breaking abstract was supported by industry, indicate this when uploading your abstract.
9. Indicate the funding agency of your work if applicable.
10. The late-breaking abstract title and text may not contain trade names. ISEV reserves the right to replace trade names in accepted late-breaking abstracts.

11. Do not partition results from the same study into multiple abstracts. ISEV reserves the right to reject late-breaking abstracts when inappropriate partitioning of data is suspected.
12. Similarly, do not submit a copy or close copy of a late-breaking abstract under more than one topic. Late-breaking abstracts that appear to be submitted multiple times under different topics will be rejected.
13. Late-breaking abstracts should be submitted in clear English to allow the reviewers to focus on the scientific content of the abstract. Non-English speaking authors are encouraged to have their submission checked for grammar and spelling.
14. ISEV assumes that all presenting authors have proficiency in English, and thus are able to present and respond to questions. Authors are otherwise encouraged to choose poster presentation as their preference.

Late-breaking Abstract Review, Selection and Publication

An international panel of experts representing all subspecialties and based in a large number of countries will review all late-breaking abstracts received on or before 20 March 2018. Each late-breaking abstract will be reviewed by three experts. The submitter and presenting author will receive confirmation of acceptance for oral presentation, poster presentation, or a notice of rejection, on or around 26 March 2018, by e-mail. No revisions can be made after the late-breaking abstract deadline. Please consult the ISEV meeting website for details. The highest ranked late-breaking abstracts will be selected for oral presentation. Authors of late-breaking abstracts selected for oral presentation will be informed about the session and date of presentation, and presentation guidelines will be provided. Poster presenters will be informed about the date of the poster session and will receive guidelines for preparation and presentation. High-quality late-breaking abstracts accepted for poster presentation and submitted by junior investigators (<10 years after PhD) will also be considered for an oral "poster-pitch" session to accompany poster presentation. All accepted late-breaking abstracts will be published in The Journal of Extracellular Vesicles and will be made available on the Congress website at the time of the meeting.

Withdrawal Policy

If authors wish to withdraw a late-breaking abstract from presentation or publication, they are requested to send an e-mail to the Registration and Abstract Handling Office (kbaumer@talley.com) before 26 March 2018. After 30 March, abstracts will be prepared for publication in The Journal of Extracellular Vesicles. Withdrawn abstracts cannot be presented or published.

Abstract Topics

- EV biogenesis (from prokaryotes to eukaryotes)
- Cellular and organ targeting of EVs (biodistribution)
- EV engineering and sorting of cargo into EVs
- Novel developments in EV isolation
- Novel developments in EV characterization
- EV proteomics and lipidomics
- EV transcriptomics
- Analysis of EVs in liquid biopsy (storage, preparative studies, spike-ins, etc)
- EV-based non-cancer biomarkers
- EVs as cancer biomarkers
- EVs in tumor metastasis
- EVs in tumor angiogenesis

EVs in tumor immunology
EVs in cancer (except metastasis, immunology, angiogenesis, stem cells)
EVs and stem cells (including cancer)
EVs in cardiovascular diseases and vascular disorders
EVs in coagulation
EVs in tissue injury and repair
EVs in metabolic disease (liver disease, obesity, diabetes, metabolic syndrome)
EVs in cellular differentiation & organ development
EVs in reproduction and pregnancy
EVs and the immune system
EVs in acute and chronic Inflammatory disorders
EVs in the nervous system (neuronal network, blood-brain-barrier)
EVs in diseases of the nervous system
EV-inspired therapeutics, vaccines and clinical trials
EV in environment (plants, diet, microbiota) and cross-organism communication
EVs, pathogens and cross-organism communication (viral infections)
EVs, pathogens and cross-organism communication (bacterial and fungal infections)
EVs, pathogens and cross-organism communication (parasitic infections)

Instructions: Online Submission

The online submission system will take you step-by-step through the submission of your late-breaking abstract. To access the late-breaking abstract form, click "Join Now." You will create your account and provide the required information indicated by a red asterisk (*). Once your account is created, click on "Click here to begin a new abstract."

Late-breaking abstract title: The title (including spaces) should not exceed 200 characters. Please only capitalize the first letter of the first word (does not apply to abbreviations). Do not type a full stop (.) at the end of the title and please do not use trade names. Choose if you are submitting as a late-breaking oral or late-breaking poster abstract. Indicate if you, as the submitter, are an author on the abstract.

You will then proceed to completing the two (2) tasks for late-breaking abstract submission.

1. Author Information
2. Abstract Information

When creating your account, you will be able to indicate if you are to be listed as an Author or not (if submitting on someone else's behalf).

Late-breaking Abstract Information Page

On this page, you will see your account, please open it and designate if you are the First Author, Last Author, Co Author or Presenting Author and click "Continue."

Continue to add authors as follows:

- Enter their First Name, Last Name and Email Address and click on their role/roles (First Author, Last Author, Co Author, Presenting Author). Press "Add Author."
- NOTE: A Presenting Author should have 2 roles.
- Click on their name to add their:

- Affiliation
- City
- Country
- Once all information is complete for each author, a green check mark will appear beside their name.

Please ensure your Authors are in the correct order. Use the up and down arrows beside the author name to rank them in order that they should appear on the late-breaking abstract. **Remember, the Last Author should be the Primary/Senior Researcher. The First Author will be the first name to appear in the abstract book.**

Once your authors are added and ordered, click "Save Authors."

Late-Breaking Abstract Information

Please review your Late-Breaking Abstract Title.

Choose two (2) Topics for your Late-breaking Abstract.

Advise if the Primary/Last Author is a Senior or Junior Researcher.

Late-breaking abstract text may not exceed 2000 characters. Do not use HTML codes and 'end of lines' as the text will automatically wrap. **Please adopt the following structured format: Introduction; Methods; Results; and Summary/conclusion.** Graphs, tables and pictures are not allowed.

Click "Save Submission."

Once you Save your submission and all items have a "green checkmark" indicating completion, you can click on "Click here for a preview of your submission." This will give you the ability to review and edit your abstract. After submitting your abstract successfully, you will receive confirmation of the submission by e-mail from kbaumer@talley.com. Please note, you will be able to access and edit your submission as often as necessary prior to the submission deadline (12 March 2018, 23:00 Eastern Time). After this deadline, you will no longer be able to make any edits.

Language Setting of your Keyboard

The keyboard configuration of computers in non-Western countries may cause problems with the printing of the abstracts when special non-Western characters are used. To avoid these problems the language setting of your computer should be changed. To do this select "Start" then "Settings", then "Control Panel" and then choosing "Keyboard." Once in this menu, set the language of your computer to English (United States) or US (International). Next, open MS Word (or the word processing software you are using) and set the font type to Arial. In the preparation of your abstract, if you require certain special characters that are not available, (e.g. '±', '®', 'μ'), use the insert symbol feature (special characters). To do this, select Arial as the font, then select the required character, and copy and paste the symbol into the text of the abstract. If a special character is still not available, describe the character, e.g. 'alpha'.