

EFAS 2025 – Abstract Submission Guidelines

Abstract Criteria

Abstracts must contain original material neither published nor presented elsewhere prior to the EFAS 2025 Congress either in print or electronically. Encore abstracts are not accepted. Abstracts of which only part of the data had been submitted at other congresses are allowed for submission.

Abstracts concerning a still ongoing study can be submitted. In case of acceptance, it is of course possible to incorporate the latest findings in the final presentation.

Multiple submissions by one author/author group covering the same study/results are not allowed and will result in rejection. However, submissions of different studies by the same author/author group are permitted.

Abstracts must not contain the following items:

- Trademarks: The use of brands and registered trademarks, commercial names or brands of medical devices is strictly prohibited.
- Company names and locations.
- Websites and email addresses.

Non-compliance with the outlined requirements may result in either the automatic rejection of the submission, or the Congress Office deleting such information, possibly involving some rephrasing.

Furthermore, the reviewers are also mandated to pinpoint abstracts that involve the commercial promotion of proprietary products.

EFAS Abstract Submission System

The submission of an abstract is free of charge and must be handled online via the EFAS Abstract Submission System. Abstracts sent by email will not be accepted.

Abstracts must be submitted by the submission deadline **Friday, January 10, 2025 (23:59 CET)**. Abstracts still in 'Draft Status' after the deadline will not be considered.

Changes and Corrections

Before the submission deadline, you have the option to revise your abstract including the author block by using the "Edit Abstracts" menu button. After that date, no further amendments will be possible.

If you want to delete your abstract, contact the Congress Office with your request via efas2025@aimgroup.eu including your abstract number and abstract title.

Withdrawal

If you want to withdraw an abstract already submitted, please notify us via email by **March 1, 2025**, at efas2025@aimgroup.eu. Please make sure to state the corresponding abstract title and abstract number.

Withdrawals after that date will still be accepted, but please note that abstracts may still be included in the publications.

Abstract Submission Procedure

Overview

- Read the Abstract Submission Guidelines.
- Enter the EFAS Abstract Submission System (link published on <https://www.efas2025.eu/abstract-submission.html>).
- Follow the steps mentioned below.
- Finalise the abstract submission by pressing the 'Submit' button prior the submission deadline.
- An automated email confirmation will be sent upon submission. If you do not receive the confirmation email within 2 hours, please contact efas2025@aimgroup.eu.
- On **Tuesday, February 18, 2025**, the submitter will be notified via email regarding the acceptance status of the submitted abstract. Kindly make sure to check both your inbox and junk folder for the notification.

Step 1: Contact Data

The submitter is required enter all requested contact data.

Step 2: Title

The title should be entered in CAPITAL LETTERS (max. 100 words) and should clearly indicate the nature of the abstract. Do not include authors, institutions, city names, trademarks, company names and locations, websites, email addresses or abbreviations in the title. Special characters cannot be included.

Step 3: Topic

At the time of the abstract submission, the submitter must select one single topic to index the abstract.

It is important to carefully select the best matching topic as this choice will determine under which area the abstract will be reviewed and graded. Hence, a wrongly selected abstract topic can lead to a bad score or rejection.

EFAS 2025 Abstract Topic List:

1. Auditory Implants
2. Auditory Objective Measures
3. Basic & Translational Research
4. Big Data / AI
5. Clinical Genetics
6. Complex Auditory Disorders
7. Hearing Aids
8. Innovative Technologies / Therapies
9. Noise Exposure
10. Ototoxicity
11. Psychophysics & Music Perception
12. Screening & Diagnostics
13. Single Sided Deafness & Asymmetric Hearing Loss
14. Speech & Language
15. Tinnitus & Hyperacusis
16. Vertigo & Balance Disorders

Step 4: Authors' Block

The system will put the submitting person as abstract presenter by default. You can change the presenter to another author during the submission. You may enter up to 5 different co-authors in the authors' block per abstract, including the presenter. A maximum of two institutions can be listed per author.

The submitter certifies and warrants to EFAS that the list of authors is complete and that they have permission from all persons they enter as co-authors to be listed in this abstract, and that they are aware that their names as submitted will appear in all publications.

Step 5: Abstract Body

Abstracts must be submitted and presented in English with grammar and spelling accuracy fit for publication. All abbreviations used must be written out at first use.

Abstracts must not exceed 250 words (excluding title and authors), and should be structured as follows:

Background:

Methods:

Results:

Conclusion:

Step 6: Additional Information

One image can be included for the review process, but it **will be removed in all publications**.

Step 7: Review

The system will mark you in a red field all steps that need further action before the submission is possible.

Step 8: Submission

Abstracts must be submitted by the submission deadline **January 10, 2025 – 23:59 CET**.

(The abstract can be edited at any time before the submission deadline. After the deadline, no further amendments to the abstract are allowed.)

Late submissions will not be accepted. Abstracts still in 'Draft Status' will not be considered for the review process.

The submitter is required to agree to the following statements (without agreement, the submission cannot be finalised):

- I understand that the abstract will be published as submitted and will not be proofread.
- All authors of the abstract have reviewed the abstract and confirm that all information is correct. It will be possible to edit your submission information until the submission deadline. The authors accept that the content of this abstract cannot be modified or corrected after the submission deadline, and they are aware that it will be published exactly as submitted.
- By submitting the abstract, all authors of the abstract agree to its publication (e.g. conference website, programme, promotion, abstract programme, etc.).
- All authors of the abstract warrant and represent that they are either the sole owner of, or have all necessary rights to sublicense, all the information and content in the abstract provided to CINP and its conference organizers and that publication of the abstract will not infringe any rights, including, but not limited to, intellectual property rights, of any third party.

- All abstract authors grant EFAS a royalty-free, perpetual, irrevocable, and non-exclusive license to use, reproduce, publish, distribute, and display the abstract.
- The abstract submitter is responsible for informing the other authors about the status of the abstract. If the abstract is accepted for presentation, it is also the submitting author's responsibility to confirm or decline the abstract's presentation at the meeting.
- If the abstract is presented at the congress, it may be published on the congress website or elsewhere, either prior to or contemporaneously with the congress and/or in an abstract book that may be distributed electronically.
- The abstract authors acknowledge that the publication of the abstract on any of the congress materials (such as programme, etc.) is dependent on the presenting author's attendance at the EFAS 2025 Congress in Vienna, Austria.
- EFAS reserves the right to remove any abstract that does not comply with the above.

Step 9: Optional: Editing a Submitted Abstract

- A submitted abstract can be edited at any time before the submission deadline. After the deadline, no further amendments to the abstract are allowed.

Use the "Edit Abstract" button in your submission portal to make your changes.

IMPORTANT: you must click the review and submit buttons again in order to SAVE your changes!

Reviewer Process

All abstracts will undergo a blinded scoring process by a panel of minimum 3 EFAS reviewers. These reviewers have been meticulously selected based on their expertise, ensuring that each is assigned to evaluate abstracts within their respective categories.

Abstracts submitted for consideration must be an original idea, concept, or an improvement or revision of a previous idea. Submissions are peer-reviewed for scientific content, logical presentation, and current interest in the topic within the scientific community.

The EFAS Scientific Programme Representatives will make the final selection in February 2025, deciding on the presentation format, day, and time for each abstract. No rescheduling or changes will be permitted.

Notification of Abstract Acceptance

All abstract submitters will be notified by email on **Tuesday, February 18, 2025**, about the outcome of their abstract submission (accepted or rejected). Please ensure that the email address provided during the submission process is accurate as all correspondences will be made via email.

Accepted abstracts will be scheduled either as oral presentations (Free Paper Session) or as Poster in one of the Poster Pitch Sessions with a very short oral presentation.

If the abstract is accepted, instructions and guidelines concerning the abstract presentation will be provided via email and online.

All expenses (travel, hotel, registration fee. etc.) associated with the submission and presentation of an abstract, are under the responsibility of the presenter.

Publication of Accepted Abstracts

All accepted abstracts will be published as submitted in the EFAS Abstract Book which will be released as digital version prior the congress start. The accepted abstracts should neither be published in other journals or online platforms, nor presented at any other congress or conference, until after their presentation at the EFAS 2025 Congress.

Abstract Related Presentations Certificates

Presenters of a Free Paper Session or Poster Pitch Presentation will receive a certificate of presentation after the congress via email.