



August 2020

NCHIV20*virtual*: call for abstracts – submission guidelines

The 13th Netherlands Conference on HIV Pathogenesis, Epidemiology, Prevention and Treatment (NCHIV) this year will be held virtually and divided over two days – **Tuesday 24 and Thursday 26 November**. Each day will include one morning and one afternoon timeslot.

- Tuesday 24 November 2020: 09:00 – 11:30 CET / GMT+1
- Tuesday 24 November 2020: 15:00 – 17:30 CET / GMT+1
- Thursday 26 November 2020: 09:00 – 11:30 CET / GMT+1
- Thursday 26 November 2020: 15:00 – 17:30 CET / GMT+1

Each of the in total four sessions will offer a unique program and will include both pre-recorded and “live”, interactive, components.

Researchers are invited to submit results from original research across all scientific disciplines, relevant to the themes of the conference (HIV pathogenesis, epidemiology, prevention and treatment), and conducted by researchers from Dutch institutions working either in or outside the Netherlands. Abstracts on SARS-CoV-2/ COVID-19 which are of relevance to the field of HIV are also welcomed.

Please read the following guidelines carefully before submitting your abstract.

Submission guidelines

Abstracts can only be submitted online via the official NCHIV20*virtual* abstract submission portal (eventure-online.com); submissions by post or e-mail will not be considered.

Abstracts must be written in English.

The abstract text body is limited to a maximum of 400 words. Titles are limited to 30 words.

Tables or figures (in JPG, GIF, TIFF or PNG with ideally 600 dpi, a minimum size of 500 KB and a maximum size of 10 MB) may be included, not exceeding a maximum of two in total. These will not count toward the word limit, nor will the information about authors, institutions and study groups.

Abstracts should be structured and include concise statements outlining:

- Background - study objectives, hypothesis to be tested, or description of the problem
- Methods - method(s) used or approach taken
- Results – present as clearly and as much in detail as possible the findings/outcome of the study. Please summarize any specific results (incl. statistical analysis when appropriate)
- Conclusion – description of the main outcome of the study, and explain the significance of your findings, and future implications of the results.

Authors are strongly encouraged to provide proper quantification of key results, including from experimental basic-/translational research, in the form of an illustrative table or figure.

It is the author's responsibility to submit a correct abstract. Any errors in spelling, grammar or scientific fact will be reproduced as typed by the author.

The abstract theme is the general heading under which your abstract will be reviewed. Please choose the theme which best suits the subject of your abstract: HIV pathogenesis, HIV epidemiology, HIV treatment, HIV prevention, HIV & COVID-19.

If you have any questions regarding your abstract submission, please contact the NCHIV20*virtual* abstract submission office at registration@parthen.nl and organisation@nchiv.org

Resubmission policy

Abstracts which have previously been presented at national, regional or international meetings may be considered for NCHIV, recognizing that the audience reach may be greater/different.

Work that has been previously presented at a national, regional or international meeting however should preferably only be submitted provided important new findings (e.g. relevant updates or subanalyses which have not been previously presented) have been included.

The submitting author will be required to provide details of any previous publication or presentation, along with a justification of why the abstract again merits consideration for NCHIV20*virtual*. This information will be considered by the NCHIV20*virtual* Scientific Program Committee when making final decisions.

If the author neglects to provide these required details and justification, or if evidence of previous presentation is found without clear relevant new findings, the abstract is likely to be rejected.

Rule of two

Each author may present a maximum of two abstracts at the conference. The number of submissions, however, is not limited. Should an author have more than two abstracts accepted for presentation, a co-author must be named as presenting author for one or more abstracts.

Deadline for abstract submission

Abstracts must be submitted before **Monday 25 September (18:00 CET/ GMT+1)**. Abstracts submitted after this time will not be considered.

Submission confirmation

After submission of the abstract, the submitting author will receive a confirmation email. If you do not receive a confirmation email (**do please also make sure to check your spam folder**), please contact us at registration@parthen.nl and organisation@nchiv.org.

Abstract review and scoring

All submitted abstracts go through a blinded peer-review and scoring process carried out by a large team of expert reviewers. The following criteria will be considered by the reviewers:

- Is there a clear background and justified objective?
- Is the methodology or design appropriate for the objectives?
- Are the results important and clearly presented?
- Are the conclusions supported by the results?
- Is the study original, and does it contribute to the field?

Abstract selection

The scientific program committee will make the final selection of abstracts for inclusion in the conference program. Accepted abstracts can be considered for either one of the following:

- **An oral – online – presentation** (likely prerecorded, followed by “live”, moderated Q&A) during one of the virtual plenary sessions.
- **Poster, variation A:** we plan to select a limited number of abstracts for an oral – online and likely prerecorded - short presentation of main findings (max 2 slides) during one of several parallel thematic sessions. At the end of each of these sessions there will be a “live” engagement opportunity for presenters with NCHIV20*virtual* attendees (non-moderated Q&A). In addition, presenters will be requested to produce a traditional poster in pdf-format and to include their contact details. These will be available for viewing within the NCHIV20*virtual* “poster room”, from shortly before the start of the conference, during both conference days and the days in between, and for one month following the conference with a secured conference attendee login.
- **Poster, variation B:** the presenting authors of the remainder of accepted abstracts will only be requested to produce a traditional poster in pdf-format and to include their contact details. These will be available for viewing within the NCHIV20*virtual* “poster room”, from shortly before the start of the conference, during both conference days and the days in between, and for one month following the conference with a secured conference attendee login.

Contact details (e-mail) from each presenting author of an accepted abstract will also be made available on the conference portal, in order to allow and promote further interaction between presenters and conference participants, both during and after the conference.

Unrestricted access to conference materials will be made possible approximately one to two months following the conference.

Notification of acceptance or rejection

Notification of acceptance or rejection will be sent to the submitting author by **Friday 16 October (18:00 CET/ GMT+1)**. Please note that the submitting author who receives this notification email is responsible for informing all co-authors of the status of the abstract. Authors whose abstracts have been accepted will receive instructions detailing next steps to prepare for their oral – online – presentation (which will likely need to be prerecorded) or for a poster presentation, variation A or B.

Publication policy

All accepted abstracts and the final program will be published on the NCHIV website (nchiv.org). In addition, all NCHIV20*virtual* participants will receive a pdf-format conference pack including the program and an overview of all accepted abstracts.

Critical dates

Monday 25 September (18:00 CET/ GMT+1): abstract submission deadline

Friday 16 October (18:00 CET/ GMT+1): presenting authors notified of abstract disposition by NCHIV20*virtual* organization

Friday 13 November (18:00 CET/ GMT+1): Conference registration deadline for presenting authors of confirmed selected abstracts for NCHIV20*virtual*

Conference registration

Presenting authors of confirmed accepted abstracts, like all conference participants, are required to register for the conference. They need to ensure having done so before **Friday 13 November (18:00 CET/ GMT+1)**. For registration, please go to www.nchiv.org

Joep Lange & Jacqueline van Tongeren Junior Investigator's Award

This year the scientific program committee will once again select the highest scoring abstract submitted by a junior scientist to be awarded the Joep Lange & Jacqueline van Tongeren Junior Investigator's Award.

To be considered for the award, authors must be in the process of gaining or have recently gained their PhD. In addition, the abstract must relate to work carried out in gaining their PhD.

The winning abstract author will be given the opportunity to present their abstract as an oral presentation during one of the online conference sessions. They will also receive a prize to the value of €1000 to be spent on a study or conference trip of their choice within one year of NCHIV20*virtual*.

The winning author will be announced during the final online conference session on Thursday 26 November.

Contact details

Should you have any questions about or encounter issues throughout the abstract submission process, please contact: organisation@nchiv.org and registration@parthen.nl