



Introduction

The abstract submission guidelines of the EHA Annual Congress are intended to provide clear instructions before submitting an abstract. You are kindly requested to carefully read the guidelines stated below.

The EHA and its Scientific Program Committee (SPC) and Advisory Board (SPC-AB) maintain the right to reject any abstract that does not meet below requirements or is in violation of them.

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Deadline abstract submission

The deadline for abstract submission is **March 1, 2012**, submissions received after this deadline will not be considered.

General abstract guidelines

1. The Scientific Program Committee (SPC) encourages the submission of original scientific material unpublished at the time of the abstract submission deadline.
2. Submitted abstracts are considered embargoed from the time of submission.
3. The abstract title and text may not contain trade names. The SPC reserves the right to replace trade names in accepted abstracts.
4. In clinical studies, please state whether informed consent was obtained.
5. If off label use of drugs was involved, please state this clearly.
6. Do not submit the same study in multiple abstracts. Abstracts that appear as more than one version of a single study will be rejected.
7. Similarly, do not submit a copy or close copy of an abstract under more than 1 category. Abstracts that appear to be submitted multiple times under different categories will be rejected.
8. Abstracts should be submitted in clear (American) English to allow the reviewers to focus on the scientific content of the abstract. Non-English speaking authors are encouraged to have their abstract checked for grammar and spelling.
9. The SPC assumes all presenting authors have proficiency in English, thus are able to present and respond to questions. Otherwise authors are encouraged to choose poster presentation as a preference.

Abstract review, selection and publication

General comments

- An international panel of experts will review the abstracts.
- Each abstract will be reviewed by at least five different reviewers.
- Abstracts may be selected for
 - oral presentation
 - poster presentation
 - publication only
 - rejection.
- The first / presenting author will receive a confirmation of acceptance for oral presentation, poster presentation, publication only or a notice of rejection, by e-mail before April 30, 2012.
- The best abstracts will be selected for an oral presentation in the Presidential Symposium.
- Authors of abstracts selected for an oral presentation will be informed about the type and date of the session and presentation guidelines will be provided.
- Poster presenters will be informed about the date of the poster session and will receive guidelines for their presentation.
- All accepted abstracts will be published in the abstract book.
- Withdrawal policy: If authors wish to withdraw their abstracts from presentation or publication they are requested to send a letter via e-mail to the congress secretariat before May 1. Consequently the abstract will not be presented nor published.

Procedure abstract review & selection

All abstracts submitted before March 1, will be reviewed by an international panel of experts (representing all subspecialties and a large number of countries). The authors assign their abstracts to one of currently 37 topics and for each topic 8 reviewers are asked to score all abstracts in that category. Within 10 days after the closure of the abstract submission, the reviewers (a total of 200 – 250 experts) are requested to read and score each abstract in their



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category based on the scientific merit. If fewer than 4 reviewers return their evaluation for a given topic, the SPC chair recruits additional reviewers in that field to meet this minimal requirement.

The scoring system is a scale ranging from 1 to 10, with a qualitative explanation of each grade. Once all abstracts have been reviewed, the scores are averaged.

The highest scoring abstracts are considered in detail and the top 5-6 abstracts are selected for the Presidential Symposium based on scientific merit. Based on their ranking and on the number of available sessions (if limited), the remaining abstracts with scores above the cut-off rates are placed in the simultaneous sessions. The same applies for the cut-off between the posters, publication only and rejected abstracts.

Procedure abstract selection

The chair of the SPC reviews the scores and proposes the cut-off limits for the different types of sessions (oral session, posters and publication only). These results are presented to the SPC (13 members) and the SPC-AB (22 members). These 35 experts are selected and appointed by the EHA Board and serve for 1-3 years. All SPC and SPC-AB members are abstract reviewers in their fields of expertise.

During the SPC and SPC-AB meeting in March / April the proposed cut-off limits are discussed, if necessary modified, and then approved by the SPC/SPC-AB.



Abstract Topics

- Acute lymphoblastic leukemia - Biology
- Acute lymphoblastic leukemia - Clinical
- Acute myeloid leukemia - Biology
- Acute myeloid leukemia - Clinical
- Chronic lymphocytic leukemia and related disorders - Biology
- Chronic lymphocytic leukemia and related disorders - Clinical
- Chronic myeloid leukemia - Biology
- Chronic myeloid leukemia - Clinical
- Hodgkin lymphoma - Biology
- Hodgkin lymphoma - Clinical
- MDS and bone marrow failure syndromes incl. PNH - Biology
- MDS and bone marrow failure syndromes incl. PNH - Clinical
- Myeloma and other monoclonal gammopathies - Biology
- Myeloma and other monoclonal gammopathies - Clinical
- Myeloproliferative disorders - Biology
- Myeloproliferative disorders - Clinical
- Non-Hodgkin lymphoma - Biology
- Non-Hodgkin lymphoma - Clinical
- Stem cell transplantation - Experimental
- Stem cell transplantation - Clinical
- Hematopoiesis, stem cells and microenvironment
- Signalling, transcription and apoptosis
- Cytogenetics and molecular diagnostics
- Drug resistance and pharmacology
- Genomics and proteomics
- Novel therapeutics, targeted therapies and gene therapy
- Cellular immunotherapy and vaccination
- Red blood cells and iron; physiology and disease (anemia) - Biology
- Red blood cells and iron; physiology and disease (anemia) - Clinical
- Infectious diseases, supportive care
- Transfusion medicine
- Granulocytes
- Platelets and thrombocytopenia
- Bleeding disorders (congenital and acquired)
- Thrombosis and vascular biology
- Quality of life, palliative care and ethics
- Health economics



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EHA Travel Grants

Travel grants, consisting of € 500 and free registration for the Congress, will be available for investigators with accepted abstracts. Travel grants are specially intended to support young investigators; therefore applicants should be 36 years or younger of age.

A number of travel grants have been reserved for abstract authors from countries with lower- and lower/middle-income economies.

The SPC will decide, according to the scores of the abstracts, which abstract receives a travel grant. This will be announced to the first author by e-mail before April 30, 2012.

Application criteria

Authors wishing to be considered for a grant should be:

- a member of EHA
- the first author of a submitted abstract
- 36 years or younger of age (for 2012: authors born in 1976 or after)

How to apply for a travel grant

1. Ensure that your membership fee has been paid before March 1, 2012.
2. Tick the appropriate box at the online abstract submission site.
3. Provide by e-mail to Travelgrants@ehaweb.org the following information:
 - a. Name of the applicant
 - b. Membership number
 - c. Abstract Internet ID number
 - d. Digital copy of diploma
 - e. Current location (city and country) of applicant

The deadline for travel grant applications, supporting documents and additional information is March 1, 2012 (in parallel with the deadline for abstract submission). Only complete applications, meeting all the above points, will be considered.



Instructions Online Submission

The online submission system will take you step-by-step through the submission of your abstract.

- To get access to the abstract form, a login name and password are required. You may choose your own login name and password. We strongly advise you to write down your login name and password.
- Before submitting your abstract, you can access and edit your abstract as often as necessary.
- After submitting your abstract successfully, you will receive a confirmation of the submission by e-mail.
- Please note that you will no longer be able to edit your abstract once you have pressed the SUBMIT button. If corrections are still necessary, please contact the congress secretariat (eha@mci-group.com).

Required information

- Name and complete address including a correct e-mail address of the first (presenting) author, to whom correspondence will be sent by e-mail.
- Abstract title: please use capitals only. The title (including spaces) should not exceed 200 characters. Do not type a full stop (.) at the end of the title and please do not use trade names.
- Topics: select one of the 37 topics.
- Presentation preference: select poster, oral or no preference.
- Abstract text may not exceed 500 words.
- You may provide your e-mail address at the end of the abstract for publication.
- Do not use HTML codes and 'end of lines' as the text will automatically wrap.
- Please adopt the following structured format:
 - Background
 - Aims
 - Methods
 - Results
 - Summary/conclusions
- Keywords: please choose a maximum of four keywords from the list. The list of keywords works best with Internet Explorer 7.0 or Firefox 4 or later versions of these browsers.
- Registration of co-authors: please fill out the family names, first names, institute, city, country and e-mail address of the co-authors. Do not state the main author as a co-author.
- Graphs, tables and pictures should be attached as jpg pictures. If a table or graph is created in other image creating software, save as a jpg with a density of preferably 300 but at least 150 dpi, maximum size: 1Mb. You may submit only 1 image.
- Do not include a table in the body text of your abstract, but create a jpg picture of the table and attach it to the document following the instructions on the website. Maximum size: 1Mb per image.

How to create a jpg table in PowerPoint

- Create a blank PowerPoint slide, using the predefined layout showing one big white field.
 - Leave background color white.
 - Set your font at: Arial 20pt, black.
1. Set up the table using the "Insert R Table" function or the Insert Word table function. Create some more columns, to be joined later for the description of rows. Adjust the layout of the table, joining and splitting cells, using the Tables and Borders Toolbar.



2. Using the handles fit your table to the size of the slide. There should be no white borders around your table.
3. Complete the table with your data.
4. When cells still show empty space, enlarge the font size. Never use a font size smaller than 20 pt.
5. Make a separate slide for a table.
6. Save as a Joint Photographics Experts Group (jpeg). (The slides will now be exported to a directory created by PowerPoint).

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 - Western.

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 (Unicode, if possible), 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'. Authors who do not want to make use of the special character feature like superscript, for example "xxx²", should put their references between brackets: (1).

Browser font preference

Before submitting your abstract, select Unicode as the preferred font. If Unicode is not available, please select Western.