

Abstract Submission ECCO'24 - FAQ Document



Author Management

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How can I add and edit co-authors?

Co-authors can be added via clicking on the "Add a new co-author" button.

Co-authors

Presenting author	First name	Surname	Institute	Department	City	Country	
<input checked="" type="checkbox"/>	Eva	Stein	xvcvx	cxbc	Vienna	Austria	+ Add a new co-author  

Formatted co-authors:
E. Stein¹
¹xvcvx, cxbc, Vienna, Austria.

Co-authors count: 1 of 40

An existing author can be edited by clicking on Pen Icon.

To delete an author, just click on the Trash Icon.

Please note, each abstract can have a maximum of 40 co-authors.

How can I change my name as a submitter?

Name changes for the submitting author can only be done via the [ECCO Office](#).

Please contact the ECCO Office via email (abstracts@ecco-ibd.eu) with any requests.

The personal details displayed in the submission system for the submitting author are coming from ECCO's database, incl. City and Country. To change any details, please do so via the [ECCO Portal](#) directly.


How can I change the presenting author?

The person submitting the abstract does not need to be the same person presenting onsite (if selected for OP or DOP). During the submission process you can add co-authors and at the same step change the presenting author by ticking the "is presenting author" box. The system will automatically change the presenting author.

Please note, it is not possible to have multiple presenting authors.

Manage Co-author

Is presenting author

Surname 
Input required.

First name
Input required.

Email
Input required.

Confirm email
Input required.

Institute Select institute ▾
Input required.

Department
Input required.

City
Input required.

Country ▾

Please add the author's potential **conflicts of interests** Add conflicts No conflicts

Can I remove myself as a submitter from the co-author's list?

The submitter is automatically added to the list of authors. To delete the submitter from the list of co-authors, add another co-author first and delete the submitter from the list afterwards.


Once removed, the submitter will still be able to access & edit the abstract in the submission portal.

How can I change institutes & affiliations?

To change an institute or affiliation for an author, just click on the corresponding Pen symbol to edit the entry.

Manage Co-author

Is presenting author

Surname 
Input required.

First name
Input required.

Email
Input required.

Confirm email
Input required.

Institute Select institute ▾
Input required.

Department
Input required.



City
Input required.

Country ▾

If multiple authors from one institute need to be added, it's only necessary to enter the Institute details once. For every other author you can choose from the drop-down button "Select Institute" already entered details.

Can I add a second affiliation to a co-author?

In the co-author's list choose the respective author and click on the pen symbol to edit.

	Presenting author	First name	Surname	Institute	Department	City	Country	
	✓	Eva	Stein	Center for Research	Big Data Research	Vienna	Austria	 

Then under the author's entry, click on the button "Create another institute"

Manage Co-author

Surname ? Stein

First name Eva

Email XXXXXXXXXX

Institute Select institute ▾

Department

City

Country 🇦🇹 Austria ▾

Please add the author's potential **conflicts of interests** Add conflicts No conflicts

Save co-author Cancel Create Another Institute

Enter the data accordingly and save the new entries.

Manage Co-author

Surname ? Stein

First name Eva

Email XXXXXXXXXX

Institute Select institute ▾
Input required.

Department
Input required.

City
Input required.

Country Please select to continue... ▾

Save Institute Cancel

↺ Start over

In the co-authors overview, the new entry for institutes will display then the multiple institutes as follows:

	Presenting author	First name	Surname	Institute	Department	City	Country	
⋮	✓	Eva	Stein	Center for Research	Big Data Research	Vienna	Austria	✎ 🗑️
↩				Test 123	Test 456	Vienna	Austria	✎ 🗑️

The system will automatically update and display the affiliation numbers for all authors.

How can I enter the Conflicts of Interest (CoI)?

During the submission process all CoIs need to be entered for all co-authors. For each author either list the respective CoIs in the text field or by clicking on the "No conflicts" button, in case the author has no conflicts.

Don't forget to click "Save co-author", to add the author to the co-author's list.

Manage Co-author

Is presenting author

Surname [?]
Input required.

First name
Input required.

Email
Input required.

Confirm email
Input required.

Institute Select institute ▼
Input required.

Department
Input required.

City
Input required.

Country ▼

Please add the author's potential **conflicts of interests**

Please disclose all potential conflicts of interest, such as:

- Grants
- Personal Fees
 - Consulting
 - Support for travel for meetings to support study
 - Shareholder
 - Fees participation in review activities such as data monitorin boards, statistical analysis, end point committees and the like
 - Payment for writing or reviewing the manuscript
- Non-financial support:
 - Provision of writing assistance, medicines, equipment, or administrative support
- Other

Input required.

Where can I enter a sponsorship or funding statement for my abstract?

There is no separate field to indicate a sponsorship or funding statement for an abstract. If such a sponsorship exists, please add it under the presenting author's CoIs, under the section "Others". E.g. "Other: Sponsor of Study: Company XYZ"

General Notes

- The submitter confirms that all co-authors are aware of and agree to the content of the abstract and support the data presented. Furthermore, the submitter will be responsible for obtaining, and, upon request, providing proof that all authors have given permission for the submission of the abstract and agree on its content
- The submitter confirms that all co-authors are aware that the presentation material is intended for publication should the submitted abstract be accepted to the ECCO Congress
- The submitter has to provide potential Conflicts of Interests for all co-authors during the abstract submission

The [full guidelines for abstract submission](#) can be found on the ECCO'24 homepage.