**Terms and Conditions of Abstract Submission**

All accepted abstracts will be published as a Supplement to the *Journal of the International AIDS Society* (*JIAS*). Abstracts will be available online from the first day of the Congress.

**Abstract Submission – Guidance**

* All abstracts must be typed in English
* HIV Glasgow 2022 is committed to the People First Charter and strongly recommend that inclusive language be used in abstracts submitted to the congress. A full list of recommended terminology can be found online at <https://peoplefirstcharter.org/>
* HIV Glasgow 2022 is a gender inclusive meeting. We encourage abstract submissions to use the correct language around gender-inclusivity as described by the UN at https://www.un.org/en/gender-inclusive-language/guidelines.shtml
* Please proofread your abstract carefully to avoid errors before submission. No proof pages will be sent to authors
* The abstract title should be shown in sentence case and should not exceed 30 words in length
* Please structure your abstract as: Background, Materials and Methods, Results, Conclusions (it is not satisfactory to state "the results will be discussed)
* The body of your abstract should not exceed 350 words
* Graphs and figures must be in jpeg, tif or gif format and files should not exceed 500kb. Complex graphs and figures should not be included in the abstract submission but saved for the final presentation (oral or poster). One (1) table and One (1) image (graph/figure) is permitted per abstract
* Tables should be created using the drop down boxes within the abstract submission site and should not be pasted in as images. Only one table per abstract is allowed
* If there is a graph, figure or table submitted and which is considered by the committee as too complex for the purposes of the abstract presentation, authors may be asked to remove/amend this prior to publication
* Please provide the legend for tables and images in the References and Legends field within the submission site
* Special characters may be input via the abstract submission site tools; how to do this is clear when you are in the site
* You may submit references (up to a maximum of 120 words); see the submission site for more information about format
* Full names of all authors must be listed and an abstract must have a presenting author identified
* A non-author or third party (agency) may submit the abstract on behalf of the authors
* Notification of the outcome of submissions will be sent to the submitter inputted in step 1 of the submission process

**Encore Abstracts**

* Encore abstracts will be considered by the Committee
* Data submitted to large international meetings, i.e., CROI, IAS, ID Week, etc. is unlikely to be considered unless it contains new data
* These abstracts, if scoring highly during peer review are unlikely to receive an oral presentation in the congress scientific programme
* Abstracts scoring highly are however likely to receive a Thistle award on the poster/board via a Poster Certificate on-site at the Congress

**Late Breaker Abstracts**
To be eligible to submit a late breaker, the submitter must send a letter of intent detailing the working title of the abstract, a short summary, and the reason why the late breaker request is being made by the regular deadline of Friday 1 July 2022. Only when this letter is acknowledged by the secretariat will a late breaker be considered. Late Breaker deadline: **Friday 12 August 2022.**

**Required Affirmation**In order to have an abstract considered for presentation at the Congress, presenters must confirm compliance with the following authorship eligibility rules:

* All included authors have made substantial contributions to the conception or design of the work; analysis, or interpretation of data for the work; AND
* Been a part of the drafting the work or revising it critically for important intellectual content; AND
* Provided their final approval of the version to be published; AND
* Agree to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

In addition to being accountable for the parts of the work he or she has done, an author should be able to identify which co-authors are responsible for specific other parts of the work. In addition, authors should have confidence in the integrity of the contributions of their co-authors.

The submitter is responsible for ensuring that all authors have read the abstract and agreed to be co-authors. It is also essential that authors have participated in the work resulting in the abstracts. For guidance around this from the International Committee of Medical Journal Editors please click [here](https://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html)

**Abstract Withdrawal**

Authors who wish to withdraw their abstract at any time in the review process, should do so by writing to the organising secretariat at hivglasgow@ashfieldhealth.com and quoting the title of the abstract to be withdrawn, the name of the presenting author and if possible the reference number issued on submission of their abstract. Abstract withdrawal must be made by **Friday 12 August 2022** otherwise it may still be published in the Journal and online and thus jeopardise future publication.

**Abstracts Review and Disposition**All abstracts submitted to the Congress will be reviewed by members of the Scientific Committee. All abstracts will be considered for either oral or poster presentation unless you select poster only in the drop down box on the step 2 submission page specifically indicating you do not wish your abstract to be considered for oral presentation. The review teams will determine if the abstract merits inclusion in the programme and, if accepted, will schedule the abstract in the appropriate session for the congress. An abstract may be rejected for one or more of the following reasons:

* Not appropriate for this Congress
* No background or hypothesis provided
* Insufficient data or absence of conclusion
* Poorly written
* Apparent duplication of another abstract submitted to the Congress
* Apparent duplication of another published work

Abstracts will be put through a fraud assessment program to establish whether there may have been any instances of plagiarism. If plagiarism is suspected, submitters will be notified of this and their abstract will be rejected unless they can confirm that the abstract is legitimate and plagiarism has not occurred.

**Submission Outcome**Authors will be notified of the outcome of their submission by **Friday 09 September 2022.** *If you have not heard from us by 23 September, please get in touch.*

**FAQs**

**Q: When will the notifications of abstract acceptance be sent?**

*A: Notifications will be sent ~9 September once the Committee has completed their programme finalisation meeting. If you have not heard from us by 23 September we ask that you get in touch at* hivglasgow@ashfieldhealth.com

**Q: Does your congress allow encores? If yes, would you please share your encore policy?**

*A: Encores are considered. The committee will consider for the Glasgow congress if the data has been presented at a local or regional meeting although the likelihood of an oral presentation, given the single session format, is low. Data submitted to large international meetings, i.e. CROI, IAS, ID Week, etc. is unlikely to be considered unless it contains new data.*

**Q: Is it possible for a non-author to submit?**

*A: Yes this is possible – there is a submitter role in the abstract system. When you come to add authors you do not need to add the submitter as an author within the abstract record. Agencies can submit on behalf of clients/authors.*

**Q: Is it possible for a non-author to present?**

*A: The intention on submission is that an author will present the data. In exceptional circumstances the Congress would consider a non-author presentation, but the preference is always for an author on the abstract to present; we would treat this on a case-by-case basis.*

**Q: Are industry-sponsored abstracts allowed for submission?**

*A: Yes they are, however EACCME does not accredit abstracts presented by industry personnel. So where possible, an investigator should be the presenter.*

**Q: Do you accept late breaking submissions?**

*A: We do accept late breaker submissions. Individuals wishing to submit a late breaker are required to send a letter of intent to* *hivglasgow@ashfieldhealth.com* *detailing the working title, a very brief paragraph outlining the request and why the submission is a late breaker.*

**Q: Is there a limit as to how many abstracts one presenter can present?**

*A: There is no limit to the number of abstracts one author can present however, if an author group is offered more than one oral presentation, the author group may be asked to consider another presenter from the author group.*

**Q: Is there a limit as to how many abstracts one co-author can participate in/contribute to?**

*A: There is no limit.*

**Q: Are there any local presenter requirements/criteria (i.e., Who can present the data? Does it have to be an author? Do they have to be Swiss?)**

*A: It should be an author who presents the data. No country restrictions.*

**Q: Is there a total limit for co-authors that can co-author any one abstract? As in no more than 10 or no more than 20 listed co-authors per abstract submission?**

*A: There is no limit imposed by the Congress/Journal although where possible and a group of authors can submit on behalf of a study group we would encourage this approach so that the author byline does not become unwieldy.*

**Q: Is there an embargo in place? If so, what is the policy?**

*A: Titles of accepted abstracts are usually released around 1–2 weeks prior to the meeting. Abstracts will be released on Sunday 23 October and available in full, including orals and late breakers. For abstracts presented orally during the meeting, whilst the abstract will be released on 23 October, the full data and details of the presentation cannot be published or presented before the start of the session at HIV Glasgow in which the abstract is being presented. It should be noted that some oral presenters may also display their findings as a poster within the Poster area of the site which will be on display from Monday 24 October. Information contained in the associated poster may not be published or presented online before the start of the specific session during HIV Glasgow in which the oral abstract is being presented.*

*For abstracts presented as posters this data should not be reported until the abstracts are released on Sunday 23 October.*

**Q; What is your preprint criteria/policy?**

*A: This has not yet been confirmed; we will make sure that there is an update to the Congress’ approach to data appearing on pre-print services by the end of April.*

**Q: Are quick response (QR) codes allowed for placement on the congress posters? If so, is our agency allowed to host our own codes or do they need to be hosted by the congress?**

*A: They are allowed and can be hosted by agencies, the Congress will not host the codes. Data cannot be released on the site until the date it is released by the Congress.*

**Q: What is the date of the abstract book publication**

*A: 23 October 2022.*

**Q: What will be the Poster presentation submission deadline?**

*A: TBC – likely to be early October.*