

## SUBMISSION GUIDELINES

**March 1, 2019: Abstract submission opening**

**October 1, 2019: Abstract submission deadline**

**October 16, 2019: Abstract's notification of abstract status**

### I. GENERAL INFORMATION

- 1) Applicants should complete the online abstract registration form on [www.hiv-persistence.com](http://www.hiv-persistence.com) before **Tuesday October 1<sup>st</sup>, at midnight**.  
Your email address has to be valid. Online registration has to be done before submitting your abstract.  
A login and password will be sent by email.  
**Abstracts sent by fax or by mail will not be considered.**
  - 2) Authors can submit several abstracts.
  - 3) Authors can choose whether to submit an oral communication or a poster abstract. The Scientific **Committee will take the final decision on the type of presentation**.  
The organizers will publish only the work of accepted abstract candidates who are fully registered for the congress.
  - 4) Only abstracts based on valid studies' results will be selected.
  - 5) Your abstract should not exceed 350 words - 1900 characters. Titles are limited to 30 words.  
The summary must be structured as below:
    - **Background:** indicate the purpose and objective of the research, the hypothesis that was tested or a description of the problem being analyzed or evaluated.
    - **Methods:** describe the study period / setting / location, study design, study population, data collection and methods of analysis used.
    - **Results:** present as clearly and as much in detail as possible the findings / outcome of the study, Please summarize any specific results.
    - **Conclusions:** explain the significance of your findings / outcomes of the study for HIV prevention, treatment, care and/or support, and future implications of the results.
  - 6) Complete table and figure: no more than one simple image should be submitted per application (table or illustration). A limit of 50 words should be observed.
  - 7) Blind peer-review process: summaries will be assessed anonymously by the Scientific Committee and will be evaluated by a panel of international reviewers according to the following criteria:
    - Originality
    - Coherence between the method and the results
    - Scientific interest
    - General presentation
- Applications will be marked by the Scientific Committee and review panel and an average rating will be attributed to each proposal. In this way, abstracts will be selected for oral or poster presentations. Applicants will be advised of the Scientific Committee's final decision **from October 16, 2019**.

8) Summaries not corresponding to the instructions will not be taken into account.

## II. ABSTRACT THEMES

The abstract category is the general heading under which an abstract is submitted and reviewed. The accepted abstracts will be published under this heading in the Conference Program.

## III. ABSTRACT SUBMISSION GUIDELINES

**Abstract submission will be opened from March 1, 2019 to October 1, 2019.**

Summaries must be subjected online within these dates, according to the instructions presented just above (I. General information).

All submissions must be **in English** for an oral or a displayed presentation.

Abstracts already published in other congresses may also be presented.

To submit an abstract, click on the link « SUBMIT AN ABSTRACT » on the HIV Persistence website.

To modify your abstract, login with your username and password.

If you forget your password, contact the Scientific Secretariat of the Congress at [hivpersistence@overcome.fr](mailto:hivpersistence@overcome.fr) stating the email address used during your first connection.

Please note the number of recording of your summary. Upon receipt, an automatic message of confirmation is sent to candidates. Authors can modify their abstract until the closing date of submissions: **Tuesday October 1, at midnight.**

We recommend you to keep a copy of all written exchanges until the congress.

**Congress Scientific Secretariat** is available for any queries:

By email: [hivpersistence@overcome.fr](mailto:hivpersistence@overcome.fr)

By phone: +33 (0)1.40. 88. 97. 97

## IV. YOUR ABSTRACT

### 1) Theme(s) and type of presentation

You have to select a main theme. Select your preference for the type of presentation being submitted - oral or poster. Indicate up to 5 keywords that best describe your summary.

### 2) Abstract title

### 3) Abstract body

The abstract should content 4 paragraphs:

- Background
- Methods
- Results

- Conclusions

#### 4) Authors, co-authors and memberships

If you are several authors to draft the abstract, you may add every name and membership **in the order you prefer for the presentation summary**. You may include up to 5 authors and 5 memberships.

#### 5) Review

Before submitting your abstract, please review all the fields completed by clicking on "Edit".

#### 6) Complete

Please note the number of recording of your summary.

Upon receipt, an automatic message of confirmation is sent to candidates. Authors may modify their abstract up until the closing date of submissions.

### V. PUBLICATION OF ACCEPTED ABSTRACT

The submission of the abstracts constitutes the authors' consent to publication.

If the abstract is accepted, the authors agree that their abstracts are published on Journal of HIV Eradication.

Accepted abstracts may, therefore, be published on HIV persistence websites and publications, such as the PW 2019 Programme-At-a-Glance and other conference materials, the PW19 abstract archive, etc.