

FREQUENTLY ASKED QUESTIONS

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

A: Notifications will be sent Friday 13 September 2024 once the Committee has completed their programme finalisation meeting. If you have not heard from us by Friday 20 September 2024, we ask that you get in touch at hivglasgow@ashfieldmedcomms.com

Q: Does the 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 which would mean it would be treated as a new submission and not an encore.

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 and are not required to show as an author on the abstract.

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 presenter, 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 orally by industry personnel. So where possible, an investigator should be the presenter to ensure that Congress delegates can maximise the CME credits they can gain from the meeting.

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@ashfieldmedcomms.com detailing the working title, a very brief paragraph outlining the request and why the submission is a late breaker. This letter of intent must be received by **Friday 5 July 2024**, with the Late breaker abstract submission deadline being **Friday 23 August 2024**. After acceptance of the late breaker request by the secretariat, you will receive a submission link specifically for your 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 ideally an author who presents the data. There are 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 by Saturday 9 November and available in full, including orals and late breakers (unless release is deemed to be commercially sensitive and with prior agreement by submitters). For abstracts presented orally during the meeting, whilst the abstract will be released on Saturday 9 November, 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 Sunday 10 November. 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 Saturday 9 November.

Q: Are 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: QR codes are allowed and can be added to posters and 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. It is the responsibility of the group creating the poster to seek approval from all authors for the inclusion of such a code on presentations.

Q: What is the date of the abstract book publication

A: Saturday 9 November 2024.

Q: Will there be a requirement for ePosters for the Congress? If so, what is the presentation submission deadline?

A: Supply of an ePoster for uploading to the Congress portal is optional but it will mean that any delegates opting for an on-line registration will not have access to your data if not supplied. We will confirm the deadline for the Congress to receive ePosters, but it will likely be around Wednesday 23 October 2024. Poster submitters will be invited to share an audio file with their poster or to record as an MP4 video presentation. The full details will be confirmed when authors receive notification of the outcome of their submission in mid-September 2024.

Q: Do I need to register for the Congress and provide a paper copy of my poster for presentation at the meeting?

A: At least one author on the abstract will be required to register for the meeting and be available to install a paper version of the poster on-site within the Exhibition Hall. ePoster stations will not be available at the Congress. Full details including size of poster will be confirmed when authors receive notification of the outcome of their submission in mid-September 2024.