23rd HFSP AWARDEES MEETING 17–19 June 2024

National Academy of Sciences
Washington DC, USA

HFSP
International
Human Frontier
Science Program
Organization

AWARDEES / ALUMNI - ABSTRACT SUBMISSION GUIDELINES

Deadline to submit your abstract
April 2nd, 2024, 23:59 CEST

We are pleased to welcome you on the abstract submission platform for the **23rd HFSP Awardees Meeting (HFSP2024)** that will take place at the **National Academy of Sciences, Washington DC, United States** from **Monday, June 17th** until **Wednesday, June 19th, 2024.**

We kindly ask you to read these guidelines before submitting your abstract.
If you have any queries, please contact the scientific secretariat: hfsp@scientific.wearemci.com.

RULES

1. Only abstracts submitted online via the online submission platform can be accepted: https://hfsp2024.process.y-congress.com/ScientificProcess/Submission/indexSubmission.html.

2. **Abstract submission is limited to 3 abstracts per HFSP award (Fellowship, Career Development or Research Grant).**

3. **Research Grant teams** may submit more than one abstract. For the work of the grant team to be considered for an oral presentation, one "team abstract" listing all team members as co-authors and summarizing the work of the entire team should be submitted. Oral presentations by grant awardees will be selected from these abstracts. In addition, poster abstracts on subtopics within the grant may be submitted. **The presenting author MUST be a member of the grant team (that is someone who was listed on the original grant application) and not a post-doc or other lab member working on the HFSP project.**

4. Long-Term and Cross-Disciplinary Fellows and Career Development Awardees are encouraged to present their work.

5. Abstracts must be submitted in English.

6. Abbreviations and acronyms should be defined in full in text.

7. You can submit your abstract up until **April 2nd, 2024, 23:59 CEST** for oral and poster presentations.

8. The Programme Committee will select abstracts for **full talks** and **all other abstracts will be assigned a poster**. **A limited number of poster abstracts will be selected for short 3-minute teaser talks.**

9. The notifications for talks and posters will be sent by **end of April**, to the **author indicated as the presenting author** during the submission process.

10. The submission of an abstract implies that the presenting author must **register for the HFSP Awardees Meeting** to present his/her talk or poster.

11. If the abstract is accepted, the presenting author will have the opportunity to present either:
- Oral presentation / Full talk (15 minutes + 5 minutes Q & A)
- Onsite paper poster presentation only (format: A0 portrait format). **A limited number of poster abstracts will be selected for short 3-minute teaser talks (three PowerPoint slides maximum!).**

23rd HFSP Awardees Meeting c/o MCI FRANCE
25, Rue Anatole France - CS70139 - 92532 Levallois-Perret Cedex - France
Phone: +33 (0)1 70 39 35 59 - Email: hfsp@scientific.wearemci.com

PUBLICATION POLICY

All abstracts will be published in the **23rd HFSP Awardees Meeting Book of Abstracts**.
If you need to withdraw your abstract, please inform us in writing to hfsp@scientific.wearemci.com *no later than **15 May 2024.***

HFSP AWARD CATEGORY

AWARDEES	ALUMNI
AWARDEE Career Development Award	ALUMNI Career Development Award
AWARDEE Cross-disciplinary Fellowship	ALUMNI Cross-disciplinary Fellowship
AWARDEE Long-Term Fellowship	ALUMNI Young Investigator Grant
AWARDEE Research Grant – Program	ALUMNI Long-Term Fellowship
AWARDEE Research Grant – Early Career (formerly Young Investigator Grant)	ALUMNI Program Grant
AWARDEE – Other	ALUMNI Research Grant
	ALUMNI – Other

ABSTRACT STRUCTURE

1. **Abstracts must have the following structure:**

   1. **Abstract text (mandatory):**
      MIN: 1000 characters= 10 lines, including blank spaces, punctuation.
      MAX: 2500 characters= 35 lines, including blank spaces, punctuation.
      Abstract title, authors' affiliation & conflict of interest declarations are not included.

   2. **DOI (not mandatory):** Digital Object Identifiers (DOI), ORCID numbers, or links to any supplementary material (for example, websites, a video or data sets available in online repositories).

   3. **HFSP reference (mandatory).**
      In this field, submitters must **copy-paste the appropriate model below and then fill in the details,** according to the HFSP Award Category:

      HFSP Long-Term Fellowship (Award year XXXX)
      Fellow: SURNAME, First name
      Host supervisor: SURNAME, First name

      HFSP Cross-Disciplinary Fellowship (Award year XXXX)
      Fellow: SURNAME, First name
      Host supervisor: SURNAME, First name

      HFSP Career Development Award (Award year XXXX)
      SURNAME, First name

      HFSP Research Grant – Program (Award year XXXX)
      Principal Investigator: SURNAME, First name (Country)
      Co-Investigators: SURNAME, First name (Country), SURNAME, First name (Country), …

      HFSP Research Grant – Early Career (Award year XXXX)
      Principal Investigator: SURNAME, First name (Country)
      Co-Investigators: SURNAME, First name (Country), SURNAME, First name (Country),…

2. **Abstract text**: Remember that the HFSP audience is very broad, and many scientific disciplines and research areas are represented. Therefore, **it is important to make the scientific question, approach used, and significance of the findings obtained clear to a non- specialist scientific audience.**

3. **Abstract length**: The abstract must not contain more than 35 lines (blank spaces, punctuation included). The abstract's title as well as the authors' affiliations <u>are</u> **not** <u>included</u>. Title length is limited to 250 characters and must be written in upper case.

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4. **Tables & figures**: You cannot insert tables and images.
   You can include Digital Object Identifiers (DOI), ORCID numbers or link to supplementary material that is relevant to your abstract (for example, your website, a video or data sets available in online repositories), in the field "DOI".

5. **Special characters: you can insert special characters** (eg: Greek letters) and format your text (eg: underline, bold or italic).
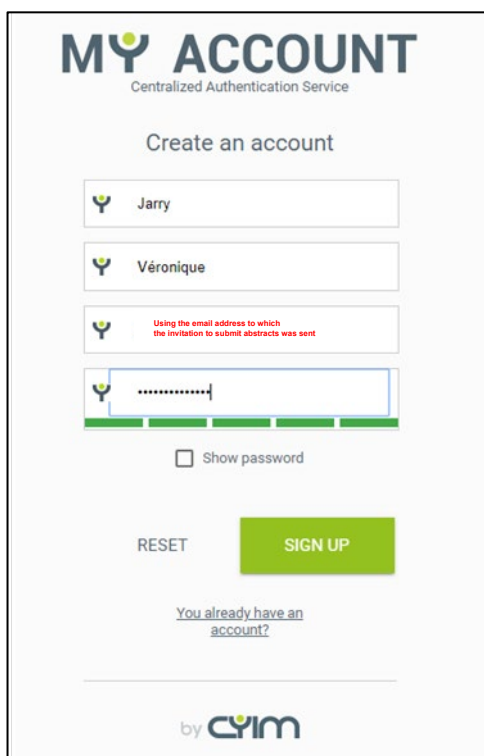
## TECHNICAL GUIDELINES

1. Account creation

   - Connect to the Abstract Submission Platform to submit an abstract.

   - In order to submit your abstracts you should create an account first (click on "*Create an account*").
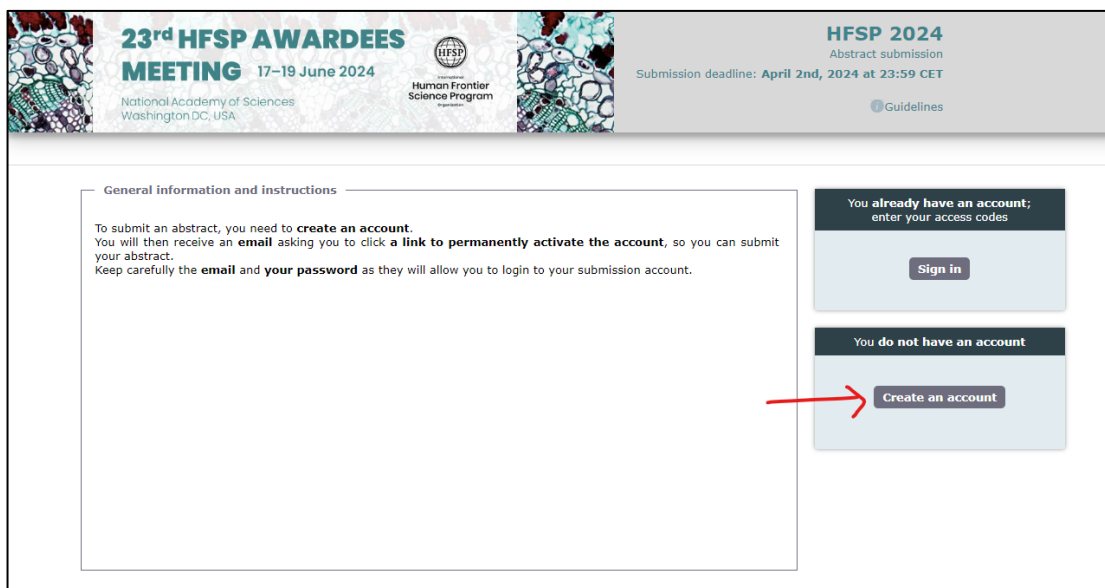
   - Create your **password using the email address to which the invitation to submit abstracts was sent** and click on "Sign up". A confirmation email will be sent to validate your email address. If you forgot your password, you may request a reminder email."

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- Click on the link in the email to validate your account. It will redirect you to the connection platform where you can now connect with the password you chose.
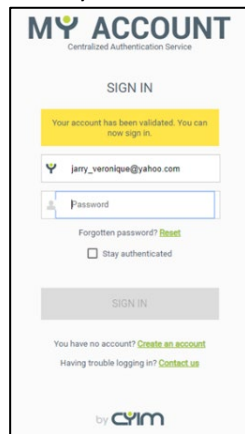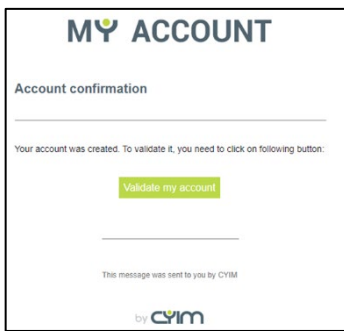
2. Submission of an abstract
   - **Do not open your abstract submission on multiple devices as the automatic backup (every 5 minutes) may erase data entered on another device.**
   - Complete all sections of the abstract. Items marked with an asterisk (*) are mandatory. The system will inform you if you have not filled all the mandatory fields.
   - Do not repeat the title of your abstract or authors names, they will be automatically added to your abstract.
   - Please ensure that your abstract does not contain spelling, grammatical or scientific errors. The abstract's text will be reproduced exactly as submitted. No proofreading will be done. The format will be unified for all abstracts.
   - Make sure to check your abstract preview carefully before validating the submission.
   - You will receive your submission confirmation by email with the abstract preview attached.
   - Please note that you can edit your abstract up until the deadline. No corrections are possible after the submission deadline.
   - To submit another abstract, you will not need to re-enter your personal details.

3. List of authors

   - **Submitting author:** person who submits the abstract and who will receive information.
   - **Presenting author:** person who will present the abstract at the meeting and who is marked as the presenter in the congress programme.
   - **Co-author:** cited co-author who scientifically endorses the abstract and is therefore responsible for its content.

   - By clicking the button "Add/Edit authors" you can add co-authors in your abstract. First author is automatically already entered but you can modify it.
   - Please enter the full name in **lower** case (first letter capitalized).
   - You can change the order of authors by selecting the order number in the add/edit author form.
   - Conflict of interests: Authors and co-authors must declare any financial or other interests with a company in connection with the work presented.
   - Once the submitter validates the abstract, all co-authors will be notified by email.

NEVER USE YOUR BROWSER'S RETURN BUTTON (you might lose all of your data).

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