



ABSTRACT SUBMISSION GUIDELINES AND INFORMATION

We would like to invite you to submit an abstract for the 11th European Congress on Head and Neck Oncology that will be held in Amsterdam, 26 – 29 March 2025.

All abstracts must be submitted in English. It is possible to submit more than 1 abstract, however only one abstract per presenting author can be included as an oral in the program.

DETAILED ABSTRACT SUBMISSION INSTRUCTIONS FOR THE AUTHORS:

- Abstract title: Lower case letters for the title (250 characters max.)
- Abstract text (excluding title and author details) is limited to a maximum of 250 words. Do not include references in your abstract!
- Choose a topic that fits your abstract content best. (Please be informed that the program committee might change your chosen topic)
- Inform us of your preferred mode of presentation
* Oral presentation / Poster presentation / No preference
- Main author data
- Co-author(s) data
- It is not allowed to add tables, figures, pictures and/or video's to the abstract.
- Please note the **submission deadline Tuesday, October 15th 2024 (23:59 CET)**. Abstracts arriving after this date will not be accepted!

BEFORE YOU START WITH THE ONLINE ABSTRACT SUBMISSION PLEASE PREPARE THE FOLLOWING:

1. Please submit your abstract in English.
2. Abstract title and body text (250 words max. excluding abstract title and author details). Do not include references in the abstract text!
3. Topic
4. Preferred presentation mode
5. Contact details of the main author
6. Details of all co-authors: family name, (initial(s), institute, city, country

You can prepare your abstract online, save the draft and finish the abstract later. The submission of your abstract will be confirmed by e-mail. If you did not receive a confirmation e-mail please contact abstract@parthen.nl

Should you need to make changes after submission, please contact the registration office abstract@parthen.nl. Abstracts should be submitted online via the online submission form provided below. Mandatory files are marked with a red asterisk (*)

EVALUATION PROCESS AND CRITERIA

The committee will contact authors January 2025 with formal acceptance or rejection notices in order to allow presenters sufficient time to register for the congress and make travel arrangements. All notifications will be sent to the email address provided during the abstract submission.

REGISTRATION

All accepted presenters must register for the congress before the deadline of the early bird. Presenters not registered by this date will not be included in the scientific program. Abstract acceptances apply only to the person who submitted the abstract and are not transferable to co-authors.

PUBLICATION

All abstracts will be published in the ECHNO2025 app. Authors submitting an abstract agree to publication in the ECHNO2025 app.

CANCELLATION POLICY

Please do not submit an abstract if you are not able to attend the congress and make the presentation. If your presentation has been accepted but extenuating circumstances prevent your attendance, we ask you to find another presenter for the abstract and notify us as soon as possible at abstract@parthen.nl.

If cancellation is unavoidable, please contact us at the mentioned email address so we can remove your presentation from the congress program.

IMPORTANT DATES

Abstract submission site opens	1 August 2024
Registration site opens	15 September 2024
Abstract submission deadline	15 October 2024 (23:59 CET)
Notification of acceptance abstract	January 2025
End of Early Bird	31 January 2025
ECHNO 2025 congress	26 – 29 March 2025