



## EQALM

European Organisation for External Quality Assurance  
Programmes in Laboratory Medicine

### How to prepare and submit an abstract to EQALM Symposium

1. Prepare your abstract offline using a word processor (such as Microsoft Word) in advance.
2. The abstract shall be a maximum of 500 words in total.
3. Tables and figures are not allowed.
4. The following should be included in the online Abstract form at [www.eqalm.org](http://www.eqalm.org):
  - a. Title (not included in the word count)
  - b. Author(s) (not included in the word count)
  - c. Affiliation(s) (not included in the word count)
  - d. E-mail of the corresponding author (not included in the word count)
  - e. Introduction
  - f. Aim(s)
  - g. Methods
  - h. Results
  - i. Conclusions
  - j. References (optional and not included in the word count)

During submission, you will be asked to indicate whether you would like to present the abstract as an oral presentation.

### Instructions for Presenters

- Abstracts from **invited speakers** may not follow the structure in point 4 above. You may fill in all information in the Introduction-field and write “NA” in other fields.
- Abstracts for **Poster presentation**: Authors will be notified of acceptance of their abstracts for poster presentation. Posters shall have the following format: Size: A1, Orientation: portrait.
- Abstracts selected for **Oral presentation**. A few authors will be notified of acceptance of their abstracts for oral presentation. You may also bring a poster if you want to.

### Abstract selection criteria

- The Board members will score each abstract individually based on scientific content, innovation, and applicability to EQA, and the abstracts will be ranked according to the average score.
- Abstract rejection will be used to eliminate duplicated, incomplete or inappropriate submissions.
- If more abstracts are received than can be accommodated in the poster exhibition, the Board will set a minimum score for inclusion, rejecting the lowest-scoring abstracts.
- Selection of abstracts for oral presentation is done by the Symposium Scientific Program Committee and depends on the Board’s ranking and how well the content complements the remainder of the programme.
- Posters submitted by commercial companies are accepted under the same criteria as other submissions but are not eligible for oral presentation or any awards.
- Multiple abstracts from the same institution or on the same topic are acceptable for poster presentation but not for oral presentation.