

CardioRNA 4th MC and WG meeting

12th-14th February, 2020
Maastricht, The Netherlands

Abstract Submission Guidelines for Poster Presentation

CALL FOR ABSTRACTS

The CardioRNA COST Action Management Committee invites presenters to submit abstracts for posters for its 4th MC and WG meeting under the topics indicated the “Content” section.

The abstract submitters will have the opportunity to present their abstract during the conference as **poster together with a 3-minute oral presentation to highlight poster’s content**.

The deadline for submission of abstracts is **30th of November 2019**.

All selected presenters will have their travel and accommodation costs reimbursed to attend the entire meeting (following COST reimbursement rules as described in the last section of this document).

Participation is restricted to early-career investigators (< 8 years after PhD).

ELIGIBLE PARTICIPANTS

Participants eligible to be reimbursed under the COST rules are:

1. Action Participants¹ from Participating COST Full Members² / COST Cooperating Members³.
2. Action MC Observers from Near Neighbour Countries (NNCs)⁴.
3. Action Participants from Approved European RTD Organisations.

CONTENT

Abstract submitters should ensure that their abstracts provide sufficient detail so that reviewers will be able to fully evaluate the author’s work, research design, data, analysis, and results. Abstracts should be relevant to at least one of the following two themes of the scientific programme:

- 1) RNAs in cardiac ageing and associated comorbidities**
- 2) Novel alternative approaches to studying CVD**

Abstract submitters should identify the proper theme when submitting an abstract.

¹ Any person being an Action MC member, an Action MC substitute, an Action MC Observer, a Working Group member or an ad-hoc participant.

² The 38 COST Full Members are: Albania, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Montenegro, The Netherlands, the North Republic of Macedonia, Norway, Poland, Portugal, The Republic of Moldova, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and United Kingdom.

³ The COST Cooperating Member is Israel.

⁴ The full list of NNC is as follows: Algeria, Armenia, Azerbaijan, Belarus, Egypt, Georgia, Jordan, Kosovo, Lebanon, Libya, Morocco, the Palestinian Authority, Russia, Syria, Tunisia, and Ukraine.

ABSTRACT SUBMISSION MODALITIES

All abstracts must be submitted in English by e-mail to rania.zamboni@lih.lu, before the deadline.

Because major revisions may affect organizer's decision to accept your abstract, please review it carefully before submission.

Individuals are limited to one abstract being submitted that indicates they have a presenting role.

ABSTRACT FORMAT

The abstract should follow the template provided.

The **maximum number of words allowed per abstract is 300** (from Introduction to Conclusion).

No graphics, tables, images or references should be inserted.

Acknowledgement (if any), should be entered as footnote, and should not count against the maximum number of words.

REVIEW AND SELECTION

Abstracts submitted by the deadline will go through a peer-review process carried out by the Core Group of the CardioRNA COST Action. The Core Group reserves the right to reject for poster presentation any abstract that does not meet content or presentation expectations (lack of detail to clearly convey the approach and the results of the research, no new research/development content...).

Abstracts within the **two meeting themes** will be prioritized. Priority will also be given to presentation of **unpublished work** and **projects in their early stages**.

The most relevant abstracts, within a total limit of 20 posters, **will be assigned to the 2-hour poster session, preceded by a "Posters presentation" session**, with a 2- to 3-minute oral presentation per poster (3-4 slides with highlights), that will be held on **Wednesday, 12th of February 2020**.

ABSTRACT ACCEPTANCE

Notification of acceptance and presentation details will be sent to the corresponding author via e-mail **by the 20th of December**.

Please note that only the corresponding author will receive notifications concerning the abstract and is responsible for informing all co-authors of the status of the abstract.

Selected abstracts for posters will be listed in the meeting program.

Poster presenters will be asked to **send 3 to 4 slides that (s)he will use as support for the oral highlight of his/her poster**. The deadline for sending these slides is the **5th of February**.

NEXT STEPS

If selected for poster presentation, the abstract submitter must be the presenter at the conference. Other authors on the poster may be listed in the meeting program. Authors of abstracts assigned to poster sessions should make sure that the title and content of their posters correspond to the title and

content of the abstract and that poster size is A0 - nominally 90 cm wide and 120 cm high (35.4" x 47.2"), in portrait format (no landscape).

Poster presenters are responsible for setting up and removing their poster before the poster session.

Authors should stay with their poster during the 2-hour poster session indicated in the conference program.

COST REIMBURSEMENT MODALITIES

Meeting participants eligible to be reimbursed should:

1. Choose the most economical means of transportation, which complies with the COST rules for reimbursement.
2. Make their transportation arrangements as early as possible upon receipt of their official invitation through eCOST to the approved activity.

Reimbursement modalities:

1. Register an e-COST profile at <https://e-services.cost.eu/> each participant must also add their bank details to their e-COST profile.
2. Sign the attendance list on each day that they attend the meeting, omitting this will disqualify participant to be reimbursed.
3. Declare via e-COST when submitting their Online Travel Reimbursement Request (OTRR) that they will not receive a reimbursement or an allowance from a third party to support their attendance at the COST meeting for where they are submitting a claim - double funding is not permitted. The COST Association reserves the right to contact any beneficiary of COST funds and / or their institution or any other relevant third party when double funding is suspected.
4. Submit through eCOST to the Grant Holder, immediately after the meeting, maximum within 30 days after the end date of the approved activity a completed OTRR.
5. Upload legible copies of all required invoices / receipts and relevant supporting documents (see list in the annex of this document) onto e-COST and archive the original invoices / receipts until the end date of the audit timeframe as indicated on the CardioRNA Grant Agreement.
6. When traveling to Maastricht through airport outside of Netherlands, you must put a brief description in comment box why you travelled as chosen (e.g. more convenient since chosen airport is closer to the venue).
7. Insurance is not reimbursable, apart from cancellation insurance.
8. Visa is reimbursable.
9. Due to GDPR and privacy protection of the data, account numbers, etc. OTRR has to be submitted only and exclusively by invited participant. The document has to be electronically signed exclusively by participant by eSignature accepted by COST.

All payments made to eligible participants are in Euro at an exchange rate automatically calculated by e-COST which uses the conversion rate applicable at the end date of the meeting. When receiving a payment sourced from COST, bank charges / fees charged by banks are not eligible to be claimed by the beneficiary and must be borne by each respective individual beneficiary.

Annex

RULES FOR SUBMITTING TRAVEL REIMBURSEMENT REQUESTS AND CLAIMING EXPENSES

ACCOMMODATION & MEALS	SUPPORTING DOCUMENTS TO BE UPLOADED IN E-COST	
<p>Same flat rate for all participants</p> <ul style="list-style-type: none"> Hotel: Up to max 120 €/night Number of eligible nights = number of meeting days + 1 Meal: Up to max 20 €/meal (only lunch and dinner) 	<ul style="list-style-type: none"> No receipts required 	
LONG DISTANCE TRAVEL EXPENSES		
<ul style="list-style-type: none"> Flight (International/Domestic) (Up to 1200 € on Economy Class) 	E-tickets: name of the participant, full itinerary including flight date and time, booking class and airfare. Derogations require prior COST Association approval.	
<ul style="list-style-type: none"> Train Cross-Border Bus Cross-Border Ferry Cross-Border 	Receipt including date, time, route and rate (First class or Business class are eligible)	
LOCAL TRANSPORT EXPENSES		
<ul style="list-style-type: none"> Train within 1 country Bus within 1 country Metro within 1 country Shuttle within 1 country 	PUBLIC TRANSPORT < 25 € for the entire duration of the meeting	PUBLIC TRANSPORT > 25 € for the entire duration of the meeting
	No receipts required	All public transport receipts are required
<ul style="list-style-type: none"> Car Travel across border or within 1 country 0.20€/km when travelling alone 0.30€/km when travelling with another eligible COST passenger (the driver is NOT a passenger) 	A print out from an online route planner (eg. Google maps, MapQuest, Bing maps, etc) showing the route taken and the number of kilometres travelled (up to max 2000 km round trip).	
<ul style="list-style-type: none"> Taxi 	<p>Receipt showing date, time, and the amount paid. Limited to up to max 80 € in total for the entire trip if these conditions are met:</p> <ul style="list-style-type: none"> Before 7 am to facilitate an early departure and/or after 10 pm due to a late arrival or when no public transportation available 	
<ul style="list-style-type: none"> Parking 	Receipt including date and time (max one day before the meeting and one day after the meeting)	