

EU-CardioRNA 7th MC and WG meeting

25th – 27th May, 2022
Pavia, Italy

Abstract Submission Guidelines for Poster Presentation

CALL FOR ABSTRACTS

The EU-CardioRNA COST Action Management Committee invites presenters to submit abstracts for posters for its 7th MC and WG meeting to be held in Pavia Italy in May 2022.

The abstract submitters will have the opportunity to present their abstract during the conference as **poster together with a 3-minute oral presentation to a panel of judges to highlight the poster's content**. Poster prizes will be awarded at the close of the meeting and will include the opportunity to give an oral presentation at the subsequent EU-CardioRNA meeting

The deadline for submission of abstracts is **15th January 2022**.

Participation is restricted to **early-career investigators** (graduate students and researchers < 8 years after PhD).

ABSTRACT SUBMISSION MODALITIES

All abstracts must be submitted in English by e-mail to tania.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.

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.

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 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...).

Priority will be given to presentation of **unpublished work** and **projects in their early stages**. An estimated total of 20 abstracts will be selected for poster presentation on **Wednesday, 25th May 2022**.

ABSTRACT ACCEPTANCE

Notification of acceptance and presentation details will be sent to the corresponding author via e-mail by approx. mid-February 2022.

Please note that only the presenter 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.

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 A1 - nominally 59.4 cm wide and 84.1 cm high (23.39'' x 33.11''), in portrait format (no landscape).

Poster presenters are responsible for setting up and removing their poster before the poster session and removing it at the end of the 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. If traveling to Pavia through airport outside of Italy, you must put a brief description in comment box why you travelled as chosen (e.g. cheaper or 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	
Same flat rate for all participants <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 		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: <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)	