

Abstract Submission Guidelines and Terms and Conditions

Understanding and Preventing Hypoglycemia in Diabetes

These Terms & Conditions shall apply to any persons submitting abstracts to The Leona M. and Harry B. Helmsley Charitable Trust (“Helmsley”) for publication and presentation in connection with Helmsley’s meeting, titled “Understanding and Preventing Hypoglycemia in Diabetes” (the “Meeting”). By submitting an abstract to Helmsley, each person (the “Submitter”), hereby agrees to the following terms and conditions. For clarity, submission to Helmsley for the Meeting is **NOT** a submission to European Association for the Study of Diabetes e.V. (“EASD”), and any such submissions must be completed separately with EASD.

1. **Submission Process & Guidelines.** Submitter shall submit the abstract to Helmsley via <https://www.surveymonkey.com/r/HypoHCTAbstracts2024> in accordance with the process and guidelines set forth in **Exhibit A. Please note, Helmsley will be accepting recently published abstracts, so long as Submitter has all necessary rights to do so (please review the representations and warranties in Section 3 below carefully).**
2. **License.** Submitter hereby grants to Helmsley a non-exclusive, perpetual, irrevocable, worldwide, fully sublicensable right and license to publish, produce, copy, distribute, communicate, display publicly, modify, and/or otherwise make the abstract and any part thereof available in any language, in any and all forms, and medium of expression, whether now known or developed in the future, including the right to modify, edit, and prepare derivative works of the abstract. Further, Submitter acknowledges and agrees that, without limiting the above grant of rights, (a) the abstract may be included in a compilation with any other submitted abstracts; and (b) the abstract may be made available in printed and/or electronic form to the attendees of the Meeting and on Helmsley’s owned or controlled website and social media accounts.
3. **Submitter Representations and warranties:** The Submitter hereby represents and warrants that:
 - a. all authors of the abstract are aware of and approve of its submission and publication in accordance with these terms and conditions;

- b. each named author to the abstract has made a meaningful contribution to the work which justifies each taking public responsibility for it, and the work is of the named authors only, and no other persons may claim authorship therein;
- c. the Submitter owns or has acquired all rights necessary to make the license grant in Section 2 above; and
- d. the submitted abstract does not infringe on any intellectual property rights of any person or entity, including any copyright, database right, trade secret, moral right, trademark or patent or obligation of confidentiality, or is not defamatory (or contain malicious falsehoods), does not invade any right of privacy or publicity or infringe data protection law, or is otherwise actionable, including under any action related to any injury resulting from the use of any practice or formula disclosed.

Exhibit A

Submission Process and Guidelines

Note that abstracts should generally conform to [the EASD abstract guidelines](#) and that abstracts submitted for the EASD scientific sessions are permitted to be submitted to the Helmsley Meeting. Abstracts should be uploaded as word documents with the following general formatting:

Title

Presenting Author [**First Last**, Degree]¹, Author [First Last, Degree]²

¹Affiliation 1, city, country, email address [the presenting author email address should be included]

²Affiliation 2, city, country

Body of Abstract

Disclosures

Acknowledgements

Relevant EASD guidelines are copied below:

The following statements must be agreed to:

- All authors are aware of and approve the submission of this paper.
- Each author has participated sufficiently in the work represented by the abstract submission to take public responsibility for the content.
- Authors can submit an unlimited number of abstracts, yet each author is restricted to being the presenting author (=first named author) for a maximum of two submissions.
- Once all submission steps have been successfully completed and the abstract deadline has passed, the presenting author will receive a notification confirming the final version of the abstract submission.
- All correspondence will be sent **ONLY** to the presenting = first named author's contact e-mail provided during the submission process (only one e-mail address per presenting = first named author). Therefore, the e-mail address entered in the system as the presenting author's contact is extremely important!

Submission step "Title"

Enter the title of your abstract into the provided field. Please note that **the number of characters of the title is limited to 170, your entire abstract (including the title and the author block) to 3,200 characters (excl. spaces)**. By marking characters you may format them in italic, super- or subscript. Do not use the return key at the end of a line, but write continuously.

Note: For drugs exclusively generic names should be used (**no trademarks**).

Submission step "Author"

Authors can submit an unlimited number of abstracts, yet each author is restricted to being the presenting author (=first named author) for a maximum of two submissions.

It is mandatory that the presenting author of any abstract accepted for presentation attends the Meeting in Madrid in person to present his / her paper and participate in the discussion as well as the Q&A.

Submission step "Abstract"

The maximum number of characters is **3,200 (excl. spaces) including the title and the author block**.

References are not allowed and companies are not to be mentioned in the abstract body.

The abstract must be structured. (Background and aims, Materials and methods, Results and Conclusion). One or two sentences should describe the **methods**, and any aspects of methodology (e.g. use of control groups, randomisation, patient selection, assay variation). The sentences stating the results must include hard data, including statistical analysis. The abstract requires solid data, i.e. n, p-values and confidence intervals if appropriate.

The abstract should be prepared according to high quality reporting guidelines (e.g. [CONSORT](#) for randomized trials, [STROBE](#) for observational studies or [ARRIVE](#) for pre-clinical animal studies,..) More information available [here](#).

For drugs exclusively generic names should be used (**no trademarks**).

Click on the link provided below for a list of approved abbreviations and units of expression for use without definition from DIABETOLOGIA, the official journal of EASD: <http://diabetologia-journal.org/about-the-journal/diabetologia-style-guide/>

Attention should be drawn to special characters. To ensure that special characters will be published correctly in accepted abstracts, please click [here](#) and enter the character(s) by using copy and paste (Internet Explorer 5.5 and higher).

We will forward all "complete" abstracts to the reviewers as they appear in the system on the closing date.

Please contact hypoglycemia@helmsleytrust.org if you have any questions regarding abstract submission.