Selection/allocation of late-breaking abstracts

Deadline to complete sessions: Sunday, 5 July, 2015, 23:59 CET

Dear ERS officers,

The selection and allocation of late-breaking abstracts will be done online. Each Group Chair will select/allocate late-breaking abstracts. When doing the selection, please remember that:

- Only abstracts allocated to a session will be considered as accepted
- Only abstracts considered as late-breaking and/or of high scientific quality should be selected and therefore allocated to a session.
  - In order to help you, reviewers have notified whether they considered an abstract as late-breaking. In Addition, authors were asked to explain why they consider their abstract as late-breaking. This information is available on each abstract, as per the following example:

The sessions in which slots are available, as well as the number of available slots, will be indicated on the allocation platform.

IMPORTANT

After the allocation in existing slots by Group Chairs, any abstract not allocated to a session will be considered as rejected. This applies even if it has not been specifically rejected by Group Chairs.

However, if abstracts with excellent grades and considered as late-breaking by the majority of reviewers have not been allocated in sessions, the ERS office may contact the Group Chairs (if slots in existing sessions are still available) or the Assembly Heads to ensure these abstracts should not be considered for the Congress. We thank you in advance for your collaboration in this process.

The following instructions are also available on the allocation platform

As a reminder: you were encouraged to keep a few slots in your Oral Presentation Sessions when allotting the first round of abstracts. In case you have more late-breaking abstracts to allocate and pending slots are available in other types of sessions (i.e. Poster Discussion and Thematic Poster Sessions), you may use these slots as well.
STEP BY STEP PROCEDURE

1. **CONSIDER** all late-breaking abstracts submitted to your Group and **SELECT** the ones you think are truly late-breaking and should be presented at the Congress. To do so, click on “View Abstracts in your Group” on the left hand side menu of the allocation platform. N.B. all submitted late-breaking abstracts will be available for allocation, but the ones under the cut-off score of 3 will be highlighted in orange.

**IMPORTANT:** Only abstracts considered as late-breaking and of high scientific quality should be selected and therefore allocated to a session. The reviewers were asked to notify whether they considered an abstract as late-breaking or not. This information is available on the list of abstracts submitted to your Group that you can access by clicking on “View abstracts in your Group” in the left hand side menu of the allocation platform.

2. **ALLOCATE** each selected late-breaking abstract by
   a. clicking on “Assign Abstracts to Oral Session” on the left hand side menu of the allocation platform
   b. Entering the abstract number in the available slot (which can be found at the end of each session where “No abstract has been assigned” is indicated). N.B. **Although they appear last on the allocation platform late-breaking abstracts will be automatically scheduled at the beginning of the session.** If you wish to change its place in the session: please refer to the FAQ section below
   c. Clicking on “Save assignments”(that can be found at the top or bottom of the page on the allocation platform) to confirm your choice

You may repeat these steps with Poster Discussion and Thematic Poster Sessions if you have slots available and truly late-breaking abstracts left to allocate.

**FAQ**

“How can I indicate that I wish to change the place of the late-breaking abstract in the session?”

Click on “Session Comments” and indicate in the corresponding text box where you want to place the late-breaking abstract (i.e. “Abstract 7893 should be placed in the second position”)

“An abstract does not fit in my Group, but it is late-breaking and the grade and scientific quality are good. How can I deal with it?”

You may forward it to another Group by clicking on “Forward/Reject Abstract(s)” on the left hand side menu. **We kindly ask you to consider carefully any abstract you wish to forward, as available slots are limited in all Groups.**

“After having allocated my late-breaking abstracts, I still have slots available. Can I save abstracts from the first round that had not been selected at the Spring Meeting?”

Unfortunately, this is not possible. In Oral Presentation Sessions in which a slot is still available, you may wish to have an introductory or concluding lecture by a keynote speaker. Should this be of interest to you, please indicate the name of the speaker and the title of the presentation in the “Session Comments”. For information on how to access this section, please refer to question “How can I indicate that I wish to change the place of the late-breaking abstract in the session?”

“Can I replace an abstract already allocated in a session by a late-breaking one?”

This is not possible. Indeed, all authors of abstracts allocated in session (and visible on the allocation site) have been informed that their abstract has been accepted for the Congress. Only empty slots (marked in red at the end of each session) can be filled in by late-breaking abstracts.

**ANY OTHER QUESTIONS?**

Technical issue when allocating late-breaking abstracts: e4asupport@coetruman.com
Other questions related to the Congress: scientific@ersnet.org

*Many thanks for your collaboration,*
*ERS Scientific Activities department*