<h1 style="text-align:center">GUIDELINES FOR ABSTRACT SUBMISSION</h1>

You must submit your abstract online.

DEADLINE EXTENSION FOR ORAL ABSTRACTS: Midnight EST Saturday 20th December

Late breaking abstracts (for poster consideration only): Open Monday 22nd December
Deadline: Midnight EST Saturday 31st January 2026

The HTLV Conference 2026 invites research papers of high quality in areas of HTLV research. Abstract submissions are peer reviewed for quality of research, scientific content, and logical presentation. Accepted abstracts are scheduled as oral or poster abstract presentations.

Abstracts submitted by the 20th December initial window are more likely to be given an oral presentation.

It is essential that your abstract conforms to the preparation guidelines outlined below.

General guidelines

- All abstracts must be submitted in English.
- All abstracts must be submitted via the online site
- Please define abbreviations in full at first mention, including names of clinical trials or studies.
- Please avoid citing references in the abstract.
- Please ensure your abstract does not exceed the maximum word count of 250 words; submissions above this limit will not be accepted by the system.
- Abstract content will be reproduced exactly as submitted, **therefore proofreading beforehand is essential**. Please conduct a spell check of your document before submission as this will help avoid typographical errors.
- Adding additional authors to your abstract after the submission deadline will not be permissible.

Authors

Submitting author: The person who submits the abstract is to whom all correspondence will be sent. It is the responsibility of the submitting author to forward correspondence to the presenting author and other co-authors. Abstracts are considered official communications to the conference. Individuals submitting abstracts that are accepted agree that the presenting author will register to attend the meeting and present their abstract as scheduled.

Presenting author: Presenting authors need to register for the conference for presentation and publication of their abstract. Please note that registration rates increase after the Early Bird deadline. If the presenting author registers at the Early Bird rate and the abstract is not selected for presentation at the conference and the presenting author does not wish to attend the conference, then the conference organizers will refund the registration fee paid. It is requested that the presenting author remains the same as submitted for the abstract, any requests for changes to presenting authors will be approved on a case-by-case basis (only extenuating / mitigating circumstances will be considered).

Encore abstract presentations: Abstracts may be submitted if previously presented at a national/international meeting.

Multiple abstracts considered to be the result of excessive splitting of data will be evaluated and scored accordingly. To accommodate additional submissions, the Abstract Review Committee may request that multiple submissions be combined and a revised abstract be provided.

It is the responsibility of the submitting and presenting authors to assess whether ethical approval is necessary for their research and, if so, to obtain necessary clearances.

Abstract submission categories

Your abstract should be submitted to one of the following categories:

- Oncology and ATL
- Inflammation and HAM/TSP
- Infection/coinfection
- Infectivity
- Persistence
- Pathogenesis and animal models
- Policy/social impact/stigma
- Therapy
- Diagnosis

- Epidemiology
- Transmission Prevention
- Social determinants
- Viral Proteins and Molecular Biology
- Host pathogen interaction
- Neurological diseases
- Other

As part of the submission process you will also be asked to select up to 3 key words from the list that most reflect your research.

Animal models, BLV, Co-infection, Diagnostics, Epidemiology, HERVs, Inflammation, Oncology, Other, Paediatrics, Persistence, PTLV, Public Health, Screening, Societal Impact, Therapy, Vaccines,

Abstract format

Subject category: For review and scheduling purposes, abstracts will be divided into categories. It is mandatory that one of the subject categories listed above be chosen. Please read all of the categories before selecting the most appropriate one for your abstract.

Title: Use a concise title that indicates the nature of the study.

- Please capitalise the first letter of the title and use lower case for the rest of the title (with the exception of proper nouns or abbreviations).
- Please do not use a full stop at the end of the title.
- Please ensure that species names are given in full at first mention and in italics throughout (e.g. *Chlamydia trachomatis*).

Affiliations: Each author should be listed by institution, city and country. Do not include department, division, laboratory etc.

Authors: Names should be typed in sentence case (please do not use all capital letters). Indicate title (Dr/Prof/Mr/Mrs/Ms) and use full first and last name e.g 'Dr Alison Smith'. The author presenting the paper must be designated.

Figures: Please only submit one (graph / table / image) in your abstract. Please also ensure that tables are submitted in their original form and not inserted as pictures.

Submission guidelines

You will need to register with the abstract submission system and submit a username and password. If you are submitting more than one abstract, you can use the same email address and password for each abstract

Amending your submission: You can log back in to amend or update your abstract at any point **up to the submission deadline**. However, please note that you will need to use the credentials you used to create your account to log back in. The organisers are not able to access your username or password credentials so please make a note of them and share with your co-authors, if necessary, at the time of registration.

Withdrawing an abstract: If you would like to withdraw an abstract, please contact the Conference

Organiser.

How abstracts are reviewed and selected

Abstract submissions will be peer-reviewed by the HTLV-appointed Abstract Review Committee and will be allocated to be presented orally, or as a poster. To minimise subjectivity in the scoring process, any reviewer with a conflict of interest that could affect objectivity of scoring (e.g. co-authorship, financial interest, or scientific/personal conflict with the authors) will be excluded from scoring or discussing the abstract in question. Abstract acceptance is based on abstract quality, the potential significance of the observations, and the rigor with which the scientific methods were applied. Furthermore, the Review Committee considers thematic balance in determining which abstracts will be presented orally.

Presenting your abstract

All successful corresponding authors will be contacted on w/c Monday 2nd March 2026, to confirm which format their abstract is to take. Oral presentations will be allocated a slot of 10 minutes, which is to include an 8-minute presentation which will then be followed by 2 minutes of questions. Delegates submitting successful poster abstracts will be required to produce their poster in an A0 portrait format.

Copyright and webcasts

By submitting an abstract, authors and co-authors transfer any copyrights and grant permission to HTLV to audio/video record oral presentations, share slides as a PDF on the website, and share the filmed presentations on the website post-event.

Typical reasons for abstract rejection are:
- Poorly written
- Exceeds permitted number of characters (including spaces and table)
- Fails to use specified font
- Not enough new information
- Duplication or overlap with another abstract from the same institution
- Study is too preliminary
- Inappropriate for HTLV conference