

# Guidelines

## PREPARATION GUIDELINES

**Abstracts must be submitted in English with accurate grammar and spelling of a quality suitable for publication.** If you need help, please arrange for the review of your abstract by a colleague who is a native English speaker, by a university scientific publications office (or other similar facility) or by a copy editor, prior to submission.

Before you begin, please prepare the following information:

1. Presenting author's information: (please note that the presenting author's contact information (name and email address) will be used for further contact and verification of registration.)
  - Full name
  - Academic title and field of practice
  - Contact information (affiliation, email address, telephone number)
  - Number of years since PhD (< or ≥ 5 years)
2. Author and co-authors' details:
  - Full name
  - Academic title and field of practice
  - Contact information (affiliation, email address, telephone number)
  - Number of years since PhD (< or ≥ 5 years)

## SUBMISSION GUIDELINES

1. Presentation type: Poster
2. Abstract title – limited to 25 words in UPPER CASE
3. Abstract body – limited to 250 words, including acknowledgements. (Please note: word count is affected when graphs/tables/images are included. We recommend using word-processing software, for example, Microsoft Word, for editing your abstract and counting the number of words.)
4. Abstracts should be structured as shown below: **(Abstracts that are not conforming to this structure will be rejected.)**
  - Background and aims
  - Methods
  - Results
  - Conclusions
5. Use only standard abbreviations. Place special or unusual abbreviations in parentheses after the full word appears the first time.

6. Use generic names of drugs. Express numbers as numerals.
7. Abstract Topics – abstracts will be grouped into scientific/medical topics in accordance with the list of main topics. Please use the appropriate fields in the abstract submission form to list the topic most suited to your abstract. Although we will try to honour your preferences, this cannot be guaranteed. **To preview the topics, please click [here](#).**
8. Tables – A maximum of 3 tables of up to 10 rows x 10 columns can be included per abstract.
9. Target audience: You will be asked to select the audience groups that will be most interested with the topic of your poster. You can select multiple groups. This information will be used to generate tailored tracks within the scientific programme.
10. Graphs and images – Pictures/Graphs: Authors can include a maximum of 3 pictures/graphs. The maximum file size of each picture/graph is 500 KB. The maximum pixel size of the graph/picture is 600(w) x 800(h) pixels. You can upload graphs and images in JPG, PNG and GIF format only.