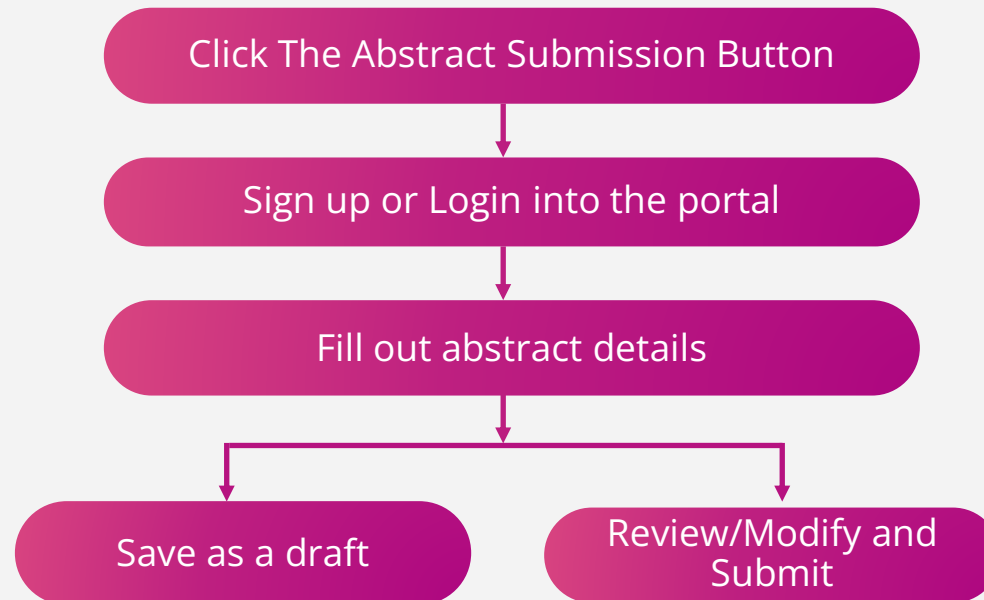
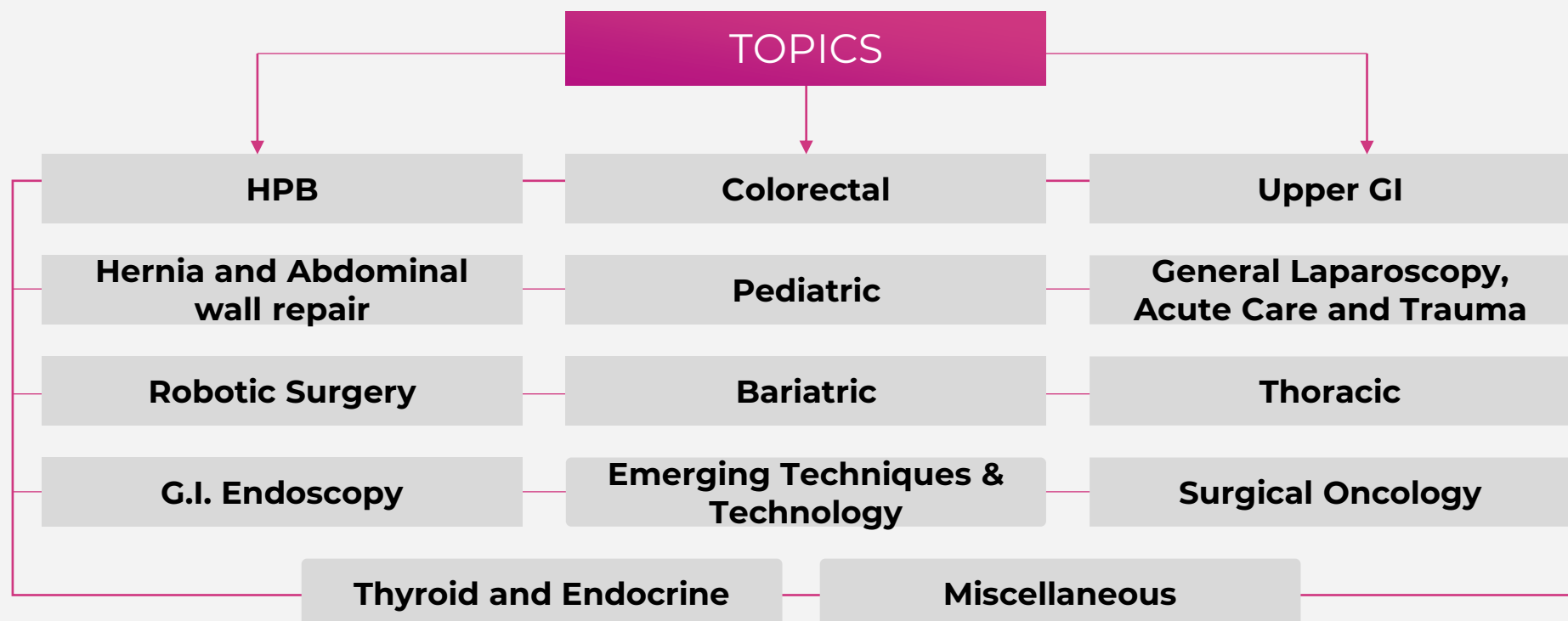


## HOW TO SUBMIT THE ABSTRACT?



**Note:**

- Login credentials are applicable for multiple submissions.
- Please note that it is not permissible to make any changes once the final submission has been made.





# ORAL PRESENTATION

# ABSTRACT SUBMISSION GUIDELINES

- Authors can choose their preferred presentation format (oral, e-poster, or video presentation); however, the scientific committee will make the final decision following the evaluation process.
- All abstract submissions must be made online.
- Presentations received through offline methods such as email, WhatsApp, or any other tool will not be considered by the scientific committee.
- Abstracts should be written in clear and concise English.
- The abstract should have four essential components: Background, Methods, Results, and Conclusions.
- Please adhere to a 400-word limit for the oral presentation and a 250-word limit for video/poster presentation.
- Choose the most fitting topic/category for your abstract. The Program Committee retains the authority to reclassify an abstract if necessary.

## Note:

- The presenting author must complete their registration within **30 days** of acceptance of the abstract, failing which the abstract will be removed from the scientific program.
- If you wish to withdraw an abstract, please log in to your account and update its status.



# VIDEO ABSTRACT PRESENTATION

# VIDEO ABSTRACT REQUIREMENTS

## Video Guidelines

- Each video presentation should focus on a single subject or case, without any exceptions.
- The initial frames of the video must prominently display the precise title of the abstract along with the names of all authors.
- English must be used for both written and spoken language in the video.
- Video submissions with a commercial nature will not be considered for presentation. If a submission is funded by commercial entities, it must be explicitly disclosed in a disclaimer at the beginning of the presentation.
- Please write a summary of the video presentation and adhere to a 250-word limit for the abstract body.
- Ensure the title distinctly delineates the topic, avoiding abbreviations. Maintain professional consistency by presenting titles in sentence case without bolding, underlining, italicizing, or using all caps or lowercase letters.
- *Video abstract presentations must include a voice-over but should not feature any background music.*

## Technical Requirements

### Video Specifications

- Keep video duration within the 7-minute limit.
- Submit videos in HD format for optimal quality, with a minimum requirement of 1280x720 (720p).
- Accepted file types include MPEG-2, MP4, QuickTime H-264, and Windows Media Files

## Video Submission and Quality Assessment

- Within the video abstract submission process, a designated step allows you to upload your video file for evaluation. Post-submission, you can access and download the file from the author's homepage (Dashboard) by selecting "View Video."
- Please note that revisions and resubmissions will not be entertained once the submission deadline has passed.
- Ensure that all videos are uploaded directly to the abstract submission site. **Attachments via email and links to file-sharing platforms will not be considered.**
- All video submissions undergo an initial quality review. Videos submitted at least 72 hours before the deadline that fail to meet the minimum requirements will be sent back to the presenting author for correction and resubmission. Failure to resubmit a corrected video by the deadline will result in exclusion from further review and consideration.

## Authors:

- For each author, mandatory fields include first name, last name, email address, affiliation, city, state, and country. The submitting author is responsible for providing a distinct email address for each co-author.
- Avoid using all credentials in the author's name field, only recognized university credentials are allowed.
- Designate one author as the presenting author. The presenting author must not be affiliated with or have a financial association with the commercial entity overseeing the study or presentation content. If he/she is affiliated in any way, they must click on the disclosure form and provide the necessary details, if applicable.
- An individual is restricted from acting as the presenting author for more than five abstracts accepted for presentation at the Annual Meeting conference.

## Note:

- The presenting author must complete their registration within **30 days** of acceptance of the abstract, failing which the abstract will be removed from the scientific program.
- If you wish to withdraw an abstract, please log in to your account and update its status.



# E-POSTER PRESENTATION



## E-Poster Presentation Tips

- Electronic poster (e-poster) presentations are similar to traditional poster presentations but presented on a large computer screen. Each e-poster presenter will be provided with a display screen and laptop for the poster session.
- A well-constructed poster is self-explanatory, achieving both coverage and clarity. Your e-poster can consist of multiple slides or just one. Use the tips below as guidelines for formatting and making the most of this presentation. Save your poster to a USB key (thumb) drive and bring it with you on the day of your presentation.

## Formatting Tips

- **Less is more.** Be clear and concise with poster design and content. Overcrowding a poster makes it difficult to read.
- Use fonts that are large enough to read at a distance.
- Include the title and name(s) of the presenter(s) in a larger, bolder font than the rest of the poster.
- Provide clear labels or headings for each section of your presentation.
- Remember contrast. Put light-colored fonts on dark backgrounds and dark-colored fonts on light backgrounds so viewers can see your text.
- Embed high-quality graphics.
- Avoid hyperlinks. Instead, incorporate a QR code into your presentation that will direct attendees to a website that contains more information about your poster and research.
- **Sound is not permitted** due to the open area in which posters are presented.
- For networking purposes, please include your email address and contact information in the poster, allowing viewers to reach out for any inquiries.

### **For single-slide e-posters:**

- Set the page size to 36.5"W and 20.5"H.
- Use a minimum font size of 32 points (Approved fonts include: Arial, Calibri, Montserrat, and Open Sans.)
- Don't overcrowd the slide.
- [Single-slide presentation template, blank](#)
- [Single-slide presentation template with sample layout](#)

### **For multiple-slide e-posters (Limited to a maximum of 6 slides):**

- Set the page setup or slide size to "On-screen show (16:9)" or 36.5"W x 20.5"H.
- Use bullet points.
- Use a minimum font size of 14 points if the page setup is "On-screen show (16:9)." If the slide size is set to 36.5"W x 20.5"H, use a minimum font size of 32 points.
- Use the slideshow mode to automatically change the display during the day, and then switch to the manual mode to move through the slides for your presentation.
- Avoid using too many slides. Past presenters have found that six slides are about right.
- Put a footer on each slide such as "Slide 1 of 6" to let viewers walking by mid-cycle know where they are in the presentation and how long they'll wait until it begins again.
- [Multiple-slide presentation template, blank](#)
- [Multiple-slide presentation template with sample layout](#)

### **Note:**

- The presenting author must complete their registration within **30 days** of acceptance of the abstract, failing which the abstract will be removed from the scientific program.
- If you wish to withdraw an abstract, please log in to your account and update its status.



## **Important Dates:**

Call for Abstracts - 01<sup>st</sup> January 2024

Last date of submission – 31<sup>st</sup> March 2024