

# Abstract Guidelines

You are required to submit an abstract prior to selection for any presentation format (Oral, Poster, PechaKucha)

<b>Abstract format</b>	<ul style="list-style-type: none"><li>• <b>Title:</b> Clearly identify focus of abstract in 15 words or less</li><li>• <b>Name and affiliation:</b> List that of principal author and co-authors</li><li>• <b>Word count:</b> 200 words or less</li><li>• <b>Fonts:</b> Arial or Times New Roman</li><li>• <b>Font size:</b> 12 with 1.5 spacing</li><li>• <b>Text</b> should be formatted and justified</li><li>• <b>Keywords</b> (3 - 5 keywords)</li></ul>
<b>Abstract content</b>	<ul style="list-style-type: none"><li>• Abstract structure:<ul style="list-style-type: none"><li>○ Title</li><li>○ Objective/Hypothesis</li><li>○ Methods Used</li><li>○ Results</li><li>○ Conclusions</li></ul></li><li>• Do not include images, tables and/or commercial content (i.e. trade names or trademarked products)</li></ul>
<b>Abstract suggestions</b>	<ul style="list-style-type: none"><li>• Before you press the submit button:<ul style="list-style-type: none"><li>○ Proofread and check your submission for accuracy.</li><li>○ Abstracts will be published as submitted.</li></ul></li><li>• If your abstract does not comply with these requirements, you will be asked to adjust the text before a final decision can be made by the panel.</li><li>• Abstracts must be of educational nature and may not be used to promote products/services</li><li>• Abstracts will be evaluated using the following criteria:<ul style="list-style-type: none"><li>○ Relevance to session topic</li><li>○ Creativity and originality of content</li><li>○ Tangible message, solutions, and best practice(s)</li></ul></li></ul>
<b>Submission</b>	<ul style="list-style-type: none"><li>• All submissions must be made through the online form.</li><li>• The online submission process will provide further instructions regarding contact information, how to submit etc.</li><li>• File format: PDF</li></ul>