

4th ISNC-ASC

Guidelines for Abstract Preparation for Poster Presentation and Submission

Poster Abstract Preparation and Submission Guidelines:

- Your (presenter) abstract form must be **accompanied by a complete conference registration form with payment.**
- Abstracts should be submitted by e-mail (please refer to “Abstract Submission” section of conference webpage) and through online submission on conference webpage. Abstracts that are handwritten, or sent by fax **will not be accepted.**
- All Presenters, participants and contributors **MUST** register before the last date of registration closure (i.e. 09/02/2019) to avoid automatic withdrawal of the paper from the conference proceedings.
- It is mandatory to submit the signed consent of your research team (supervisor, contributor, participant and presenter)* together with your abstract to claim for the certificates under the title mentioned above.
- Abstract content must meet the standard of an academic / scientific presentation. Abstracts not following the below set guidelines stand the chance of rejection and or delay in processing for acceptance.
- The following are important guidelines regarding the preparations of your Abstract:

LANGUAGE:	All abstracts must be in English.
FORMAT	We strongly recommend that you use the Word file (doc), NOT pdf, to produce your document. Paper size MUST be in A4 paper layout (210 x 297 mm) and portrait in orientation. Authors are encouraged to use the Times-Roman font only. Font size should not be smaller than 11 points throughout the abstract, including figure captions. Use 1.5 spacing throughout the document
TITLE:	The title must appear in boldface letters and should be in ALL CAPITALS. Please avoid abbreviations and acronyms in the title.
AUTHOR LIST:	The Presenter’s (supervisor, contributor, participants) name and affiliation(s) appear below the title in capital and lower case letters. Submissions with multiple authors and affiliations may require two or more lines for this information.

<p>ABSTRACT:</p>	<p>Should not exceed 300 words (excluding the title of abstract, name of presenter, contributor and participants).</p> <p>Abstract content must meet the standards of an academic / scientific writing and presentation. Different types of conference presentations must follow the outline shown below;</p> <p>Original research: Structured abstract under the following headings; Introduction, Aim/Objectives, Materials and Methods, Results and Conclusions.</p> <p>Narrative review: Unstructured abstract; the Abstract should include an overview of the topic and the main objective for the review, the primary observations and findings as well as conclusions of the review that are supported by the information, along with clinical applications and relevance. The main body section titles would depend upon the topic reviewed. You should also include a section describing the methods used for locating, selecting, extracting and synthesizing data.</p> <p>Systematic reviews with or without meta-analysis: same as original research (above).</p> <p>Case reports: Unstructured abstract with the following headings, Introduction, Case Report, Discussion and Conclusion.</p> <p>Patient Consent: Presentations of case report with identifiable information about a patient (including those deceased) requires the presentation consent of the patient/guardian/next of kin. Identifiable information include descriptions of individual case histories, photos, X-rays, genetic pedigrees, etc. Therefore, presenters must ensure that they have obtained patient consent in accordance with COPE and ICMJE guidelines for case report for presentation.</p>
<p>BODY:</p>	<p>Major headings should appear in boldface capital letters, at the start of the left margin. Subheadings appear in capital and lower case, either underlined or in boldface. They should also start at the left margin of the column on a separate line.</p>

- The **ISNC-ASC Scientific Committee** will evaluate the content of each abstract and make the final selection of the abstracts for presentation.
- For any withdrawals, the presenter should notify the *organizer in writing at least **3 weeks** prior to the event.
- The presentation must cover the same material as the abstract.

- If the abstract has been selected for presentation the speaker automatically gives permission for the abstract to be published in the conference program or to any post-conference announcement.

Optional: Would you agree to upload your presentation or a recording of your lecture on the event's website?

Yes No

Poster Format and Presentation Guidelines:

After the submission of the abstract, the abstract will be reviewed by the committee, participants will be divided into two categories either poster display or poster competition and submitters will be informed accordingly.

General Guidelines:

Dimensions of the poster boards:	2 meters (height) x 85 cm (width), submitted as one piece. Poster should be self-supported stand type. [Please note no assistance will be provided at the venue to put-up the poster.]
Poster Orientation:	Portrait format
Poster Materials:	Flexi or cardboard.
Format	Should include Introduction, Objectives, Material and Methods, Results and Conclusions.
Font type and size:	Title, Body Text in Times New Roman of appropriate size with single spacing. Do not use all UPPER CASE character in your posters.
The images (clips arts, graphs, diagrams, and drawings)	Must be in high resolution EPS format (300 dpi).
References	Should be shown in the poster in Vancouver style of referencing

Poster Display Guidelines:

- All poster presenters should be present at their stands at one of the below mentioned timings every day in case other participants would like to ask questions.

- The selected preferred time should be displayed beside the poster every day for other participants to be aware of presenter's availability.
- The organizer will not be responsible for any misplaced or damaged posters within the poster area.

▪ **10:30 AM – 12:30 PM**

▪ **01:00 PM- 03:00 PM**

- All posters should be submitted two (2) days before the event i.e. on 7th March 2018 before 02:00 PM, posters should be submitted to scientific organizer's office No. 407
- Poster handing will start from 10:00 AM of 7th of March.
- All posters should be on display for the duration of the conference.
- Posters should be taken down only at the end of the event.
- All posters presenters will be responsible for the removal of their posters at the end of the conference and the organizers will not be responsible for loss or damage of posters.
- Presenters, contributors and participants who are registered for the conference will receive a certificate of appreciation.
- Presenters, contributors and participants and supervisors' names will be included in the abstract booklet.

*: The engagement in the conference or symposia can be categorized into three distinct types, that are entitled to receive a certificate in ISNC-ASC,

1. Presenter (oral/poster)
2. Participant (in oral/poster presentation)
3. Contributor (in oral/poster presentation)

The Condition

The above three categories of conference (oral/poster) presentation certificates are considered because, the conference presentation could be the output of a research project conduct by a group of researchers under the supervision of a mentor, of which one could be an oral/poster presenter in a conference and the other two are considered as participants and contributor. Therefore, the above given terminologies are applicable to ISNC's annual scientific conference only. ISNC and its annual scientific conference organizing committees' shall issue certificates in the above mentioned categories because the same is accepted by Saudi Commission for Health Specialties.

The obligation of informing the ISNC’s annual scientific conference organizing committees’ on the individual’s involvement in the above mentioned categories is on the research supervisor of

Terminology	In General Context	Reference	In Conference Context	Reference
1. Presenter	A person who formally gives or bestows something or who brings something before the public.	https://www.merriam-webster.com/dictionary/presenter	A presenter has primary responsibility for an individually volunteered paper, performance, or poster presentation.	mds.marshall.edu/sas_conference/SAS2016WV_Participant_Role_Definitions.pdf
2. Participant	A person who is involved/present in an activity or event	http://www.learnersdictionary.com/definition/participant	One that participates, shares or takes part in something; a participator; a partaker	https://velvetchairsaw.com/2010/08/05/registrant-attendee-or-participant-importance-of-right-conference-word/
			A participant in the conference (not just an attendee) as a presenter has primary responsibility for an individually volunteered paper, performance, or poster presentation	mds.marshall.edu/sas_conference/SAS2016WV_Participant_Role_Definitions.pdf
3. Contributor	Someone or something that contributes something or that contributes to something charitable contributors	https://www.merriam-webster.com/dictionary/contributor	Contributor to a multi-participant organized session (of papers, performances, or posters)	mds.marshall.edu/sas_conference/SAS2016WV_Participant_Role_Definitions.pdf taught

said research project. ISNC and its annual scientific conference committees’ accept and apply the following definitions for the above given terminologies for conference certificates.

The number and categories of certificates that shall be issued by the organizing committees’ of ISNC’s annual scientific conference are as follows:

1. Oral Presentation

A maximum of three (3) certificates shall be issued per oral presentation in any one of the below given scenario,

Scenario No. 1	1 presenter + 1 participant + 1 contributor	Total 3 certificates
Scenario No. 2	1 presenter + 2 participants	Total 3 certificates
Scenario No. 3	1 presenter + 2 contributors	Total 3 certificates

2. Poster Presentation

A maximum of three (3) certificates shall be issued per poster presentation. 1 presenter + 2 participants.