

GUIDELINES FOR PAPER **ABSTRACT SUBMISSION**

Important Dates

Call For Paper	15th November 2019
Closing Date for Submission	15th April 2020
Acceptance Notification	3-weeks after closing date
Author Deadline to Register	15th August 2020

Important Notes

Abstracts must be submitted online via the Congress Website (fava2020.com). Please read the instructions carefully, as abstracts submitted not according to these instructions will not be accepted.

- Abstracts sent by post, fax or email will not be accepted.
- Abstracts must be submitted not later than **15 April 2020**.
- Organisers reserve the right to change preference of presentation.
- Presenting Authors of abstracts accepted for presentation **MUST** be registered delegates and be responsible for all expenses incurred in the production of their presentations, travel and accommodation during the Congress.
- **Abstracts will be rejected if they do not comply with the guidelines especially if they lack results or the English does not meet basic standards of quality.**
- Acknowledgement of the receipt of abstract submission will be sent to the Presenting Author's email address immediately upon submission. **An email to notify the acceptance or rejection of submitted abstracts will be sent latest by 31st May 2020, or 3-weeks from the final closing date.** The Presenting Author will receive all correspondence regarding the abstract status, presentation type, date and time, via the email that is provided in the abstract submission.
- Only One presentation per delegate.

Abstract Guideline

- The abstract must not exceed **1,600 characters**.
- Do not include figures, graphs or citations with the abstract. Any figures or graphs format will not be published.
- **Please also refer to Chris Parson's advise on how to write a good abstract for a congress: [Tips for writing a good abstract for a scientific congress](#)**

Abstract Guideline

In order to make the abstract as informative as possible, please provide:

- **Introduction / Background / Justification**
- **Objective(s)**
- **Method(s) used**
- **Result(s) observed**
- **The implications and conclusions based upon the results**
- **It is inadequate to state "The results will be discussed" or "The data will be presented"**

ORAL, EPOSTER & **RAPID ORAL PRESENTATIONS**

Oral Presentation Guideline

- Time allowed: 12 minutes' presentation and 3 minutes for question and answer.
- Recommendation – Approximately 1 slide per minute
- Audio-visual testing facilities are available for your testing and viewing during the Congress. More information will be available in the Notification Letter to be sent in September 2020 if the abstract is accepted.
- Time will be strictly enforced.

ePoster Presentation Guideline

- Two new ePoster Pods will be located in the Exhibition Hall to give authors of the top scoring ePosters abstracts the opportunity to present your work and take questions from the audience. Selected authors will be contacted directly regarding these presentations.
- Presentation slots will also be available to allow authors the opportunity to present their ePoster to colleagues and other Congress attendees. These slots are only available to book onsite from 14 October 2020 onwards. Slots are available on a first come, first served basis. It is not possible to reserve a slot in advance of Congress.
- Large HD touch screens will be available in the ePoster area located in the exhibition area for attendees to view any ePoster on demand.
- All of the ePosters will appear on a special ePoster website for a year after the Congress. This will enable your ePoster to be available to anyone outside of the Congress.

Rapid Oral Presentation Guideline

- Speed (3-min) presentations are an increasingly popular option in large academic conferences. The key for a successful speed presentation is to understand the format. Below are some important guidelines:
 - **Have a clear message** – speed presentations are intended to be brief introductions to your work. If the audience finds your work interesting, they will come to discuss with you later. Make sure your key messages (e.g. your study question, the novelty of your approach, its overall relevance) come across clearly to the audience.
 - **Be selective** – remember that the audience will be listening many presentations in a short period of time. They will only remember a few things per presentation, so do not try to fit too many key messages.
 - **Do not rush** – a speed presentation is not meant to be a very-fast version of a regular presentation. Do not torture your audience rushing through too much information. You are limited to **maximum 1 slide WITHOUT any animation.**

- **Rehearse** – make sure that you know how much time it takes to do your presentation and rehearse until you have a presentation that takes a bit less than 3 minutes (e.g. 2 min 30 sec).
- **Do not exceed your time** – this is very important. The session chairs will strictly enforce the 3-min limit per presentation. So please make sure you finish before that time, otherwise you will be embarrassed being interrupted by the moderator and not being able to complete your presentation.
- **Enjoy** – this is the chance for you to share your ideas with an engaged audience.
- Audio-visual testing facilities are available for your testing and viewing during the Conference. More information will be available in the Notification Letter to be sent in September 2020 if the abstract is accepted.