

GUIDELINES FOR PAPER **ABSTRACT SUBMISSION**

Important Dates

Call For Paper	15th November 2019
Closing Date for Submission	15th April 2021
Acceptance Notification	3-weeks after closing date
Author Deadline to Register	15th August 2021

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 2021**.
- 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 Any figures or graphs format will not be published.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.

Submitting an Abstract – FAQ's

Q: How many abstracts can I submit

A: Maximum 2 abstracts per participant

Q/ What is the deadline for submitting an abstract?

A/ Closing date for abstract submissions is on **15 April 2020** at 23.59 hrs

(Malaysian Time).

Q/ What language can I submit an abstract in?

A/ Abstracts must be submitted in English

Q/ What is the word limit for my abstract submission?

A/ The word limit for your abstract submission is **1,800 characters**. This does not include the title, which you are given a further 50 word limit for.

Q/ Do I have to set up a new log-in for each abstract submission?

A/ If you are submitting more than one abstract, you can use the same login for each abstract

Q/ Can I change my abstract once I've submitted it?

A/ You can alter your abstract at any time up to the submission deadline. You will need to log back into your profile and follow the instructions in the submission system

Q/ Will you accept my abstract if it's been presented at another Conference/Congress?

A/ We will accept work previously presented at a national or specialist international meeting (a maximum of two). We will not accept work which has been published or previously presented at any FAVA Congress, WVC Congress or VAM Congress

Q/ If I submit an abstract, does that automatically register me for the Congress?

A/ Submitting an abstract does NOT automatically register you as a Congress delegate. Registration is now open and the presenter of an accepted abstract must register by the Presenters' Early Bird deadline (15 August 2020). If the advised abstract presenter has not registered for the Congress by 15 August 2020, the abstract will be withdrawn

Q/ When will I be advised if my abstract has been accepted or not?

A/ Authors of a submitted abstract will be advised if their abstract has been accepted to be presented at the FAVA Congress 2020 or rejected, week commencing **31 May 2020**

Q/ Can I submit an abstract and not attend the Congress?

A/ If your abstract is accepted, **at least one author is required to register (in full) to attend** and present at the FAVA Congress 2020 in October 2020 (date and time of presentation will be advised)

Q/ Can I submit a case study as an abstract?

A/ Yes, we will accept case studies and there is a question in the abstract submission form to advise if your abstract fits a case study format, more than a full abstract format. Please still complete the 'abstract of your paper' question (with the 1,800 characters limit) with your case study and then answer the subsequent questions relating to a case study

Q/ If my abstract is accepted, will it be published anywhere?

A/ All abstracts will be published on the official FAVA website for 1 year post congress for general public viewing and sharing. Since these are 1,800 characters abstracts, no hardcopy will be published. Detailed information of each paper is available from authors only.

Q/ What if I need any further assistance with submitting my abstract?

A/ If you have any further questions regarding submitting an abstract, please contact the Congress secretariat by emailing to abstract@fava2020.com