Guidelines & Instruction to Submit the Abstract

Timelines

ABSTRACT SUBMISSION DEADLINE : 30th June 2023

ABSTRACT category allocation and acceptance by 31st July

Conference Registration is Mandatory, if abstracts are accepted for presentation.

Visit Website: www.aiccrcognzindia.com

Awards will be given for Best Oral, Poster and video presentations .

Themes

Abstracts are invited on one of the following subjects:

- High risk obstetrics
- Holistics in obstetrics and gynaecology
- Gynaecology endoscopy
- Fetal medicine and genetics
- Gynaecology
- Urogynaecology
- Reproductive medicine
- Miscellaneous
- Preventive obstetrics and gynaecology
- Gynae-oncology

Presenters' guidelines .

Submitting an abstract does not automatically register you as a Conference delegate.

Abstract can be submitted in more than one category i.e. paper or poster or video.

One abstract per theme is permitted with maximum of two abstracts as first author.

The presenting author should ensure all co-authors are aware of the contents and agree with the submission of the abstract for the conference.

Please note that only named authors are permitted to present,

Abstract guidelines:

- All case reports will be considered for poster presentations only.
- The data presented should be original work of the author and not plagiarized from any other source.
- Abstracts already published or presented in a conference or have been accepted for publication before the abstract submission closing date ,may not be submitted.
- The Abstract must be submitted and presented in English only
- Abstracts cannot be modified after final submission.
- Abstracts received after the deadline will not be considered.
- After the successful submission of an Abstract you will receive an acknowledgment in the form of an e-mail within 2 weeks.
- The abstracts will be reviewed online by a panel of experts through an unbiased, blinded selection process.
- The Abstract Committee holds the sole right to accept or reject abstracts.
- The final allocation of the category (paper/poster/video) and the slot will be decided by the committee .
- Once selected, the Primary author of the selected abstracts will be informed accordingly via e-mail. Please indicate your correct email address and telephone number when submitting your abstract.

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CONTENT SPECIFICATIONS

- Use Arial font size 12
- Tables and images cannot be included in your abstract
- **Maximum number of words**: The abstract text should have a minimum of 150 words and maximum of 300 words
- Do not indent spaces on the first line of each paragraph. Abstracts should be typed single spaced, with no space between paragraphs.
- Drugs must be identified by their generic names.
- Abstracts should be structured in appropriate sections according to its nature paper/ case report / video.

Please use the paragraph titles given below in your abstract for paper or case study or video. Please do not use variations on these headings so that we can standardise the abstracts.

Abstract title: The title must be written in UPPER CASE (capitals) and in bold. It should not exceed 2 lines. It must be brief, informative, and concise. Special symbols and formatting should be used sparingly.

Authors: Enter your name and all authors in the order and the form you wish them to appear in the final Conference programme. Names omitted here will not be shown in the final programme.
The name of the presenting author must be underlined. Give professional address for all authors name of hospital, unit or laboratory, city and country in lower case.

For a Paper submission, please include the following headings:

- **Objective:** State the primary objective of the paper and the major hypothesis tested, or research question posed
- **Design:** Describe the design of the study and the rationale for the procedures adopted.
- **Method:** Describe how participants were selected and the number of participants (if documentary data used, state how these were selected), materials employed (if appropriate), methods of data collection and analysis
- **Results:** Include numerical and/or textual data. This should be kept to a minimum and should not include tables or figures. For qualitative analyses briefly describe your findings (e.g., identified themes, categories).
- **Conclusions:** State the conclusions that can be drawn from the study (including for future research, practice, policy and/or theory)

For a case report/video submission, please include the following headings:

- **Objective:** state why this case/video is reported (what is special about it)
- **Case report:** Briefly describe the case/video.
- **Discussion:** Briefly discuss the implication of this case/video on practice
- **Conclusions:** State the conclusions that can be drawn from the case study/ video. (Including for future research, practice, policy and/or theory)

Guidelines after selection of paper/poster/video

Oral Paper Presentation Guidelines

- Prepare your presentation on Microsoft Power Point.
- Upload your presentation one day before your presentation, in the preview room.
- Videos, graphics or images in your presentation should be compatible with the latest computer software version (Windows 10 & above).
- Allotted time of **presentation is 06 minutes beyond which the screen will automatically turn off. This will be followed by 02 minutes of interaction**. It will be the decision of the chairpersons to allow you to complete your talk if it exceeds beyond allotted time.
- A digital timer will be visible to assist with time keeping.
- Chairpersons will interrupt, if you exceed the allotted time limit.
- The session hall will be staffed with an AV technician who will assist in starting each presentation.
- You will be able to control your presentation using the mouse provided on the podium or up/down/right/left keys on the laptop keyboard.
- Competitive papers should not mention their guide’s or any other names.

E-Poster Presentation & submission Guidelines

The E-poster will be displayed on standard 42" LCD TV.

- File format should be PowerPoint (.PPT) .
- Recommended font size Minimum 16 points
- Total size of the presentation should not exceed 05 MB.
- The e-poster should have only 01 (one) slide.
- Animation/ movies/ sounds will not be supported; please submit in a static PPT format only.
- Presentation **Duration Is 2 Minutes and 2 minutes of Q and A.**

UPLOAD YOUR POSTERS AT THE POSTER ARENA AS PER THE GIVEN TIME SLOT.

Digital Video Presentation and Submissions

Compression and Technical Guidelines

1. Accepted File Types
   • MP4
2. Content
   • There must be only 1 subject per presentation
   • All digital videos must be recorded in English and have some sound; music is not required
   • The opening frames of the video presentation must begin with the exact title and include the authors' names
   • Submissions of presentations that are exceedingly commercial in character are discouraged and such submissions are less likely to be accepted for presentation
   • Submissions funded by commercial companies must be identified as such in a disclaimer at the start of the presentation
3. Length- 4 Minutes
   Digital video presentations longer than 4 minutes in duration will automatically be rejected.
4. It is important that the overall quality of videos be as high as possible, and this must be assured at the submission stage. All submitted videos will be reviewed initially for audio/visual clarity and quality
5. Videos submitted 72 hours or earlier before the close of the abstract submission site, which contain substandard audio/visual elements, will be returned to the submitting author with notes as to the quality deficit
6. Authors of these quality rejected videos will be allowed to resubmit quality corrected videos before the close of the video abstract submission site.
7. All videos not resubmitted by the submission deadline and any videos rejected for quality reasons are excluded from further consideration and review, regardless of the quality of the content.

8. Presentation **Duration is 6 mins wherein you will have 4 min for presentation video (including any text slides) and 2 min for Questions by Judges**.

Please note: Releasing ownership assumes ownership of all elements of the final production. If, for example, you use copyrighted music in your production, you must first receive permission from the copyright owner(s) to use the music for educational purposes.

Please CLICK HERE to upload your Video presentations as per the guidelines mentioned above

Example for making an e poster can be seen in this link https://youtu.be/1c9Kd_mUFDM

Example of video presentation is given below.
https://vimeo.com/help/compression.