

# Institute of Continuing Education (ICE)

## Abstract Submission

### Guidelines & Specifications

#### Abstract Submission Guidelines

- The abstract must be submitted online using the submission portal by midnight **Wednesday 6<sup>th</sup> March**. No other forms of submission will be accepted for consideration.
- All details must be completed (online form). *Online form to include:*
  - *First Author's name, title, employer and affiliations*
  - *Co-Author names, titles, employer and affiliations*
- The first author will be the corresponding author and receive all correspondence from the College
- Indicate preference of oral or e-poster presentation
- Indicate whether you would agree to have your presentation moved to a main program timeslot if warranted (not eligible for any award).
- All accepted abstracts, for oral or e-poster presentation, will automatically be enter the judging for an award, irrespective of authors' membership status.
- Indicate which theme the submission is against (A or B)
- All authors must agree to the Declaration of Consent
- The abstract must be submitted as a word document and be text only – no images, graphs or photos will be accepted
- Submission that do not adhere to the specification outlined below will not be considered
- The content of the abstract must plainly reflect/link to the title

#### Abstract specifications

The abstract must be as informative as possible and include the following:

<b>Abstract title:</b>	limit of 25 words
<b>Abstract text:</b>	limit to 300 words
<b>Objectives:</b>	background and specific aim/objective of the study
<b>Methods:</b>	description of methods used
<b>Results:</b>	summary of results obtained
<b>Conclusions:</b>	conclusions and recommendations
<b>References:</b>	At least 2, but no more than 3 references

- Please note that no graphs, images or tables are to be included in the abstract
- No abbreviations to be used
- All abstracts must be submitted using accurate English grammar and spelling of publication quality. If English is your second language, it is advisable to have a native English-speaking colleague to review your abstract prior to submission.