



## **Abstract Guidelines**

### **Abstract Submission**

The Scientific Committee invites you to actively participate in this congress which will be an extraordinary occasion for the exchange of thoughts and experiences. We look forward to receiving abstracts for consideration and inclusion in the program as oral or poster presentations.

### **Submission**

The abstract submission is only possible on-line. Abstracts submitted by fax or mail will not be accepted. Please follow very carefully the instructions before submitting the abstract. Abstracts will be on line for review by the author until the submission deadline, January 18, 2018.

### **How to write an Abstract for a Conference Paper**

An Abstract is a short document that is intended to capture the interest of a potential reader of your paper. Thus in a sense it is a marketing document for your full paper. If the Abstract is poorly written or if it is boring then it will not encourage a potential reader to spend the time reading your work.

Thus the first rule of Abstract writing is that it should engage the reader by telling him or her what your paper is about and why they should read it. Although strictly not part of your Abstract, the title of the proposed paper is also important. Short attention-catching titles are the most effective. However, it is also important, for a conference paper, to ensure that the title describes the subject you are writing about.

With regards the body of the Abstract you need to make a clear statement of the topic of your paper and your research question. You need to say how your research was/is being undertaken. For example, is it empirical or theoretical? Is it quantitative or qualitative? Perhaps it follows a critical research method. What value are your findings and to whom will they be of use?

The Abstract should then briefly describe the work to be discussed in your paper and also give a concise summary of the findings. Finally in general references are not required in the Abstract, but may be helpful for a conference paper.

### **Style**

The abstract, not exceeding 2500 characters incl spaces and punctuation, must be written in English and structured with abstract content and References separately.

### **Topics**

Please follow the indications on the web site at the on-line submission page.

### **Keywords**

Key words can be added to help the search for your abstract based on the topics discussed. You can add a maximum of 4 keywords to your abstract and they should be the words which most closely reflect the content of the paper.



### **12 points used in the Selection Process**

During the abstract selection process the following 12 points are used as a guide. We strongly recommend that you ensure your abstract satisfies these points.

1. Does the abstract capture the interest of a potential reader of the paper?
2. Is the abstract well written in terms of language, grammar, etc.?
3. Does the abstract engage the reader by telling him or her what the paper is about and why they should read it?
4. Does the abstract title describe the subject being written about?
5. Does the abstract make a clear statement of the topic of the paper and the research question?
6. Does the abstract say how the research was/is being undertaken?
7. Does the abstract indicate the value of the findings and to whom will they be of use?
8. Does the abstract describe the work to be discussed in the paper?
9. Does the abstract give a concise summary of the findings?
10. Does the abstract conform to the character limit of 2500 characters including spaces and punctuation?
11. Does the abstract have between 1 and 4 keywords that closely reflect the content of the paper?

Authors who do not follow these guidelines are more likely to have their work rejected.

### **Acceptance notification**

All abstracts received by the indicated deadline will be evaluated by the Program Committee.

Acceptance, together with technical details for presentation (oral or poster), will be notified only to the submitting author by **Mid-February, 2018**. Only one abstract of a presenter will be accepted as an oral presentation.