

ABSTRACT PREPARATION, SUBMISSION AND PRESENTATION GUIDELINES

This document provides information on preparing, submitting and presenting your abstract for the WINFOCUS CONGRES 2024:

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1) AUTHOR RESPONSIBILITIES

Submission of an abstract indicates the following:

- The abstract is only based on original research.
- The data has not appeared in any refereed journal prior to abstract publication. However, publication in a non-english journal or local journal is still accepted.
- The accuracy of the submitted abstract is the responsibility of the author(s). Errors made on submitted abstracts may not be able to be corrected prior to publication.
- The content of the presentation and reference materials remain the responsibility of the author.
- Presentations must be free of commercial bias for or against any product. A commercial supporter may help prepare the presentation, but they should not be biased to advance the proprietary interest of the sponsor. Generic names should be used whenever possible. The intent is to avoid abstracts submitted for promotional purposes.
- All conflicts of interest for all authors must be disclosed as part of the submission process and during presentation.

2) ABSTRACT PREPARATION AND SUBMISSION GUIDELINES

GENERAL FORMAT PREPARING YOUR ABSTRACT

All abstracts should be as informative as possible and include the following sections:

1. The combined length of the abstract body may not exceed 500 words.
2. Do not include name(s) of author or names of institution(s) in the body or title of the abstract text.
3. **Title** – the title of your abstract should include significant words that reflect the content of the research. Avoid the use of abbreviations in your title
4. **Objectives** – information regarding the objectives/goals or why the study was performed.
5. **Methods** – information about the key methods utilized in the study (design, setting, participants).
6. **Results/Findings** – summary of the results observed.

7. **Conclusion** – a statement of the author’s conclusion supported by the stated results.

3) SUBMITTING YOUR ABSTRACT

- 1- Please complete your submission using the online submission [Google form](#)
- 2- Check your abstract carefully for errors before submitting.
- 3- Authors are strongly encouraged to save an electronic or printed copy of their abstract for their records before submitting.

DEADLINE July 31st

DECISION NOTIFICATION

- Email notifications will be sent to the author listed on the submission.

DEADLINE August 20th

4) PRESENTING YOUR ABSTRACT: SUCCESSFUL APPLICATIONS

If your abstract is approved, you will be contacted to submit your POSTER

POSTER PRESENTATIONS

- Poster presentations will be sent to WINFOCUS in PDF format and shown on the WINFOCUS website.
- Additionally you may add 3 minutes video clips, animations and audio with your poster submission.
- Example presentation for your 3´ poster presentation clip:

*Title author name and Disclosures
Background
Objectives/Hypothesis o Methods
Results
Conclusion*

**WINFOCUS secretariat will contact applicants to provide recording instructions*

DEADLINE September 15th

5) BE PART OF THE WINFOCUS CONGRESS

Oral Presentations: The reviewing team will select the 10 best abstracts to be presented at the WINFOCUS Congress. Each accepted abstract presenter will have 5 minutes to give an oral slide presentation of their work.

Oral presentations will be organized by theme and will be scheduled as a pre- recorded presentation during a specified session. Additionally, you will get an invite to join the live panel discussion.

**WINFOCUS secretariat will contact applicants to provide recording instructions.*

SUBMISSION DEADLINE October 1st

PRIZES

The top 3 oral presentations during the Congress (voted by the reviewing team) will be rewarded with:

- Certificate award
 - One year free WINFOCUS affiliate membership
 - Free registration for the following year congress
 - Invitation as speaker for the 2025 WINFOCUS congress
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