

WINFOCUS WORLD CONGRESS 2024

ABSTRACT PREPARATION, SUBMISSION AND PRESENTATION GUIDELINES

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

TABLE OF CONTENTS

1. Author Responsibilities
2. Preparing Your Abstract
3. Submitting Your Abstract and Decision Notification
4. Presenting Your POSTER
5. Be a part of the WINFOCUS Congress

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. Abstracts previously presented at other meetings are accepted as long as they are not published in a journal. However, publication in a non-english journal is still accepted.
- The accuracy of the submitted abstract is the responsibility of the author(s). The submitted abstract will be published in the same version received without the possibility of any edits.
- 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 excluding the title and headers.
2. Do not include name(s) of author(s) 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.

WINFOCUS WORLD CONGRESS 2024

4. **Objectives** – information giving a background on the topic and providing the objectives/goals or why the study was performed.
5. **Methods** – information about the key methods utilized in the study (study design, setting, participants, statistical analysis).
6. **Results**– summary of the results observed.
7. **Conclusion** – a statement of the author’s conclusion supported by discussing the obtained 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 as it will be published in its final version as submitted.
- 3- Authors are strongly encouraged to save an electronic or printed copy of their abstract for their records before submitting.

DEADLINE for submission of abstracts is August 15th, 2024.

DECISION NOTIFICATION

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

DEADLINE for announcing the selected abstracts is September 15th, 2024.

4) PRESENTING YOUR ABSTRACT: SUCCESSFUL APPLICATIONS

If your abstract is approved, you will either be contacted to submit a POSTER or could be selected to prepare a pre recorded ORAL PRESENTATION that will be part of the WINFOCUS Congress.

A- POSTER PRESENTATION

- Poster presentations will be sent to WINFOCUS in PDF format and shown on the WINFOCUS website.
- OPTIONAL*: you may add a 3 minute video clip, animations and audio with your poster submission. The outline for your 3 minute poster presentation clip should include::

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

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

WINFOCUS WORLD CONGRESS 2024

B- ORAL PRESENTATION

The Research Forum Committee of WINFOCUS will select 10 top abstracts to be presented at the WINFOCUS Congress.

- Presenters will have 7 minutes to give an oral presentation of their work.
- Oral presentations will be pre recorded and integrated as part of the congress sessions based on the presented topic. Additionally, you will get an invite to join the live panel discussion where you will have the chance to interact with participants in real time.

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

SUBMISSION DEADLINE for both posters (including videos) and oral presentations is October 10th, 2024.

PRIZES

The top 3 oral presentations judged by the committee during the Congress will be rewarded with:

- A certificate award
- One year free WINFOCUS affiliate membership
- Free registration for the 2025 WINFOCUS Congress