ABSTRACT SUBMISSION GUIDELINES

General guidelines for abstract preparation

- All abstracts (for *oral* or *poster* presentations) must be written in **English**.
- Abstract text limit: **600 words**.
- The **presenting author** will be <u>underlined</u> in the **book of abstracts**.
- Please examine the **contents of your abstract** before submission:

  1. Is the aim of the study adequately defined and described?
  2. Are the test series and methods used clearly explained?
  3. Are the results important/original (regarding experiments)?
  4. Are important conclusions drawn for science and practice?
  5. Are the abstracts worded in a way, which can be understood also by non-specialists?

- Add **keywords** below the abstract's content, separated by commas.
- Add **references** below the abstract's keywords, without numbering.

Guidelines for oral presentations

- Abstract submission **deadline** for oral presentations: **15 JUNE 2019**.
- The **presenting or first author** of an oral presentation has to **register and attend** the conference.
- LCD projectors will be used in all sessions. The conference organiser will provide the **PC** for each session.
- Presenters have **20 minutes time to speak** including time for discussion, unless specified with the Scientific Committee.
- All slides will be presented via Microsoft **PowerPoint**. Thus, the presentation must be prepared as PowerPoint file (.pptx or .ppt). All presenters are required to submit their PowerPoint file well in advance to the organiser.
- To be on the safe side, please bring your PowerPoint file on a **USB stick** with you to the conference.

Guidelines for poster presentations

- Abstract submission **deadline** for poster presentations: **15 SEPTEMBER 2019 - final deadline**
- At least **one of the authors** of a poster presentation has to **register and attend** the conference. Otherwise, the abstract will not be included in the book of abstracts and there will be no poster wall available for the poster.
- Only **2 poster abstracts** can be accepted per participant.
- One poster board will be available for each poster. To fit within the poster frame, posters must be sized **A0 vertical = 841 x 1189 mm**.
- **Pins** will be provided by the organiser.
- Posters should be readable from a **distance of 2 meters**.

Abstract Submission

All abstracts must be submitted **as editable Word document** via email to rockville@moniqa.org .