Abstract submission guidelines

Please read the guidelines carefully prior to abstract submission.

1. Abstracts MUST be submitted by e-mail (on line submission) before 31st March, 2011. Abstracts submitted after 31st March, 2011 will not be accepted.

2. An abstract should contain maximum 350 words. Tables and/or pictures should not be inserted.

3. All abstracts must be written in English. Should your abstract be accepted for an oral presentation you must present it in English.

4. Titles should not contain more than 25 words. No abbreviations are to be used in the titles.

5. When submitting your abstract, consider the related topics. However, the Scientific Committee reserves the right to decide on final topic assignment upon abstract selection.

6. Abstracts will be reviewed and selected by the Scientific Committee for oral or poster presentations. A preference for poster presentation may be indicated. However, the Scientific Committee will make the final decision as to how the abstract is to be presented. Abstract acceptance or rejection is based on the average mark awarded by the reviewers.

7. All accepted abstracts will be published in the 7th SAARC ENT Congress Souvenir.

8. The following subdivisions of your abstract are recommended. There is no need to use every section if it is not appropriate to your work:
   - Background
   - Objectives
   - Methods
   - Results
   - Conclusion/Application to practice

9. Authors will be notified by e-mail on acceptance status.

10. Correction of abstracts can only be done before the deadline of 31st March 2011.

11. It is considered understood that authors of accepted papers have the financial resources to pay all personal expenses incurred including conference registration, production of their presentation, travel and accommodation during the conference.

12. Confirmation of acceptance notification is required together with conference fee payment at a requested date to have the abstract published in the Congress Souvenir. Should the author not follow either of these, the organizers reserve the right not to include the author’s work in the printed book.

POSTER PRESENTATION

1. Authors are requested to prepare a poster panel within a frame of 150 cm wide X 100 cm high and paper tag to indicate the title and authors ( 130 wide & 20 cm high).

2. Title should be brief informative and readable.

3. Keep the text to minimum, be clear and concise. Hand drawn figures are strongly discouraged.

4. Size of character: clear, distinct description and diagrams in large characters ( Larger than 18*18 mm) should be used on the poster so as to ensure that they are legible from a distance.

5. Table, diagrams and photographs: keep simple; Use colors effectively, legends and labels should be easy to read.

6. Sequence: indicate clearly either by numbers, arrows or lines the order in which the poster is to be read. List conclusion at the end.

7. The poster should be in a form, which can be easily mounted on a display panel.

Posters are particularly suitable for the presentation of complex data. Poster presentations carry the same status as oral presentations and will be subject to the same selection process by the Scientific Committee i.e. by means of written abstracts in English.