Abstract submission guidelines

All abstracts accepted for the 7th SAARC ENT Congress will be published in the Congress Souvenir. Please read the below guidelines carefully prior to your abstract submission.

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

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

3. All abstracts must be written in English. Should your abstract be accepted for an oral presentation you must be able to give your presentation 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. 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.

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

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

10. All abstract authors will be notified by e-mail on acceptance status.

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

12. Abstracts received after the deadline cannot be accepted and therefore will not be considered for the programme or publication.

13. 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.

14. 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 organizer reserves the right not to include the author’s work in the printed book.