

## **Guidelines & Instruction to Submit the Abstract**

### **Timelines**

**ABSTRACT SUBMISSION DEADLINE : 10 th February 2025**

**ABSTRACT category allocation and acceptance by 21<sup>st</sup> Feb 2025**

**Conference Registration is Mandatory if abstracts are accepted for presentation.**

**Visit Website:** [irc.rcogindianorth@gmail.com](mailto:irc.rcogindianorth@gmail.com)

**Awards will be given for best paper and poster including all categories.**

### **Themes**

Abstracts are invited on one of the following subjects

- High risk obstetrics and Foetal medicine
- Gynaecology and Reproductive medicine
- Miscellaneous

**Awards will be given for best paper and poster including all categories.**

### **Presenters guidelines**

Abstract authors must also register for Conference. Only registered delegates will be allowed to submit the Abstract.

Submitting an abstract does not automatically register you as a Conference delegate.

Only single submission is permitted per category by candidate

The presenting author should ensure all co-authors are aware of the contents and agree with the submission of the abstract for the conference.

Please note that only named authors are permitted to present,

### **Abstract guidelines:**

- Abstracts are to be submitted as word file.
- All case reports will be considered for poster presentations only.

- The data presented should be original work of the author and not plagiarized from any other source.
- Abstracts already published or presented in a conference or have been accepted for publication before the abstract submission closing date ,may not be submitted.
- The Abstract must be submitted and presented in English only
- Abstracts cannot be modified after final submission.
- Abstracts received after the deadline will not be considered.
- After the successful submission of an Abstract you will receive an acknowledgment
- The abstracts will be reviewed online by a panel of experts through an unbiased, blinded selection process.
- The Abstract Committee holds the sole right to accept or reject abstracts.
- The final allocation of the category (paper/poster) and the slot will be decided by the committee .
- Once selected, the Primary author of the selected abstracts will be informed accordingly via e-mail. Please indicate your correct email address and telephone number when submitting your abstract.

### **CONTENT SPECIFICATIONS**

- Use Arial font size 12
- Tables and images cannot be included in your abstract
- **Maximum number of words:** The abstract text should have a minimum of 150 words and maximum of 300 words
- Do not indent spaces on the first line of each paragraph. Abstracts should be typed single spaced, with no space between paragraphs.
- Drugs must be identified by their generic names.
- Abstracts should be structured in appropriate sections according to its nature paper/ case report .

Please use the paragraph titles given below in your abstract for paper or case study. Please do not use variations on these headings so that we can standardise the abstracts.

**Abstract title:** The title must be written in UPPER CASE (capitals) and in bold. It should not exceed 2 lines. It must be brief, informative, and concise. Special symbols and formatting should be used sparingly.

**Authors:** Enter your name and all authors in the order and the form you wish them to appear in the final Conference programme. Names omitted here will not be shown in the final programme.

The name of the presenting author must be underlined. Give professional address for all authors name of hospital, unit or laboratory, city and country in lower case.

### **For a Paper submission, please include the following headings:**

- **Objective:** State the primary objective of the paper and the major hypothesis tested, or research question posed
- **Design:** Describe the design of the study and the rationale for the procedures adopted.

- **Method:** Describe how participants were selected and the number of participants (if documentary data used, state how these were selected), materials employed (if appropriate), methods of data collection and analysis
- **Results:** Include numerical and/or textual data. This should be kept to a minimum and should not include tables or figures. For qualitative analyses briefly describe your findings (e.g., identified themes, categories).
- **Conclusions:** State the conclusions that can be drawn from the study (including for future research, practice, policy and/or theory)

**For a case report submission, please include the following headings:**

- **Objective:** state why this case/video is reported (what is special about it)
- **Case report:** Briefly describe the case/video.
- **Discussion:** Briefly discuss the implication of this case/video on practice
- **Conclusions:** State the conclusions that can be drawn from the case study/ video. (Including for future research, practice, policy and/or theory)

**Guidelines after selection of paper/poster**

**Oral Paper Presentation Guidelines**

- Prepare your presentation on Microsoft Power Point.
- Upload your presentation one day before your presentation, in the preview room. This is mandatory.
- Videos, graphics or images in your presentation should be compatible with the latest computer software version (Windows 10 & above).
- Allotted time of presentation is 06 minutes beyond which the screen will automatically turn off. This will be followed by 02 minutes of interaction. It will be the decision of the chairpersons to allow you to complete your talk if it exceeds beyond allotted time.
- A digital timer will be visible to assist with time keeping.
- Chairpersons will interrupt, if you exceed the allotted time limit.
- The session hall will be staffed with an AV technician who will assist in starting each presentation.
- You will be able to control your presentation using the mouse provided on the podium or up/down/right/left keys on the laptop keyboard.
- Competitive papers should not mention their guide's or any other names.

**E-Poster Presentation & submission Guidelines**

The E-poster will be displayed on standard 42" LCD TV.

- File format should be PowerPoint .
- Recommended font size Minimum 16 points

- Total size of the presentation should not exceed 05 MB.
- The e-poster should have only 01 (one) slide.
- Animation/ movies/ sounds will not be supported; please submit in a static PPT format only
- Presentation Duration Is 2 Minutes and 2 minutes of Q and A.