

Symposium Guidelines

EAOF conference 2017



Useful tips that will help get your abstract accepted

The following information will give you some practical advice about writing an abstract, to give your work the best possible chance of being rated highly.

Structure of an symposium abstract

Title

The title should be an accurate description of the abstract's contents. It should explain as much as possible about the context and the aims. Ideally, the title should be about 10-12 words long, and should include the scope of the investigation, the study design and the goal. In general, it is preferable to make the title a description of what was investigated rather than a statement of the results or conclusions. The abstract's title should be easy for the reader to understand and should not include jargon or unfamiliar acronyms or abbreviations. The title should not be in capital letters.

Authors

The author who will be responsible for the symposium should be listed first as Chair. One Co-Chair is allowed and needed for the symposium. The Co-Chair as well as the needed 4 speakers should read and approve the submitted content of the symposium. Full affiliations of all speakers are required.

Theme of the symposium

Here, you should state the content and aim of the symposium, and ideally include a short statement of the relevance of this symposium.

Titles of the individual presentations

Every speaker has to submit a title for his/ her individual presentation. A full abstract is needed after acceptance of the symposium. (Please see guidelines for the title above)



GUIDELINES FOR THE ONLINE SYMPOSIUM SUBMISSION

- 1) Duration of a symposium will be **90 minutes** and are held by a Chair and a Co-Chair. Four speakers are required per symposium with an individual presentation of **20 minutes**.
- 2) The maximum length for the theme of the symposium is **1,500** characters including characters and spaces. You cannot submit an identical abstract to different groups.
- 3) An identical or too similar symposium cannot be submitted several times to different groups. It can only be submitted once, to one group.
- 4) Linguistic accuracy is your responsibility.
- 5) Abbreviations should be defined.
- 6) Copyright, if this abstract is accepted, will be held by the EAOF.

THANK YOU FOR SUBMITTING AN ABSTRACT TO EAOF.