

GUIDELINES FOR ABSTRACT SUBMISSION

Abstract information (Online form)

Institution: inform your research institution, e.g. university, think tank, etc.

Program: inform which program you are currently enrolled.

Area: select at least one of the following areas which best describes your research.

- Engineering and Physical Sciences
- Environment, Biological and Medical Sciences
- Agriculture and Food Sciences
- Social Sciences
- Arts and Humanities

Please, make sure you select an appropriate area since presentations will be allocated in accordance to the main research topic. You may choose more than one if you find suitable.

Specific Area: inform your specific area of research (e.g. Public Health, Nutritional Sciences, Sports Medicine, Cardiovascular Physiology, Economics, Civil Engineering, etc.)

Funding acknowledgements: all sources of financial support (including governmental grants) for your research should be listed at the end of the document.

Language: abstracts **must be submitted and presented in English.**

Abstract content

Title: 150 characters max, lowercase, bold. Do not include authors, institutions, trademarks and abbreviations in the title.

The abstract must have 300 words max. Use font Times New Roman, size 12, text only (no figures, images, graphs or tables).

Authors' information

Authors names should be written in the format: Name Middle Last (Example: John Matt Silva). If your work has more than three authors, use *et al.* Please make sure you have entered the full list of authors and that the information given for each author is correct. Use superscript numbers for respective filiation (see template).

Participation and Authorship

Up to two abstracts from the same author will be accepted. The presenter must be author or co-author of the submitted abstract.

Types of Presentation

Poster Presentation: posters will be displayed at the main Conference room during the whole event. Presenters will have the opportunity of discussing their research mainly during coffee breaks and lunch. This type of presentation is ideal for scholars who are at the beginning of their research programme. Poster format: A0 size (84.1 x 118.9cm)

Oral Presentation: consists of a 10 minutes PowerPoint presentation followed by questions from the audience (5 minutes). Please, bear in mind that **no extra time** will be given to any presenter.

3 Minutes Thesis Competition: this type of presentation challenges researchers to present their topic to a **non-specialist audience** in just three minutes. Presenters are allowed to use **one single static slide** - no slide transitions, animations or movements of any description and no additional electronic media (e.g. sound and video). Attention: competitors exceeding 3 minutes will be disqualified for the prize.

The poster, oral presentation and 3 Minute Thesis competition will be judged by a group of examiners during the conference and the best presentations will be awarded (certificate + prize).

Submission Deadline

The online submission deadline is **20th May 2017**. After this date, the system will automatically reject submissions.

Abstract Upload

The file containing your abstract must be uploaded on the online platform in **Word format**. Please, name your file as follows: Name_Lastname_type of presentation.
Example: Joao_Silva_Oral; Maria_Oliveira_Poster.

Submission Results

Successful applications will be allocated according to their type of presentation (poster presentation, oral presentation or 3 Minutes Thesis competition) and area. The prerequisites for approval are: fulfilment of regulation and deadline; clarity in terms of research objectives, results and conclusions.

Abstract authors will be notified by e-mail about the result of the selection process. If the abstract is accepted, instructions regarding the abstract presentation will be provided by email (also available on the website). Please, make sure that the email provided is correct, as relevant information will be sent via email.

Certification

A single certificate will be issued and delivered to participants of the congress after the presentations and evaluation by the Judging Committee. It will include the names of the author and co-authors of the work. Certificates will be given only to abstracts presented at the conference.

Agreement

All authors that subscribe for the conference agree that the abstracts approved by the Scientific Commission will be published at abep.org.uk

Furthermore, all participants are in full agreement with this regulation at the moment of their registration. ABEP-UK has the right to select and evaluate the works to be presented, rejecting those that do not meet the criteria established in this guideline.
