

RULES FOR SUBMISSION OF ABSTRACTS

Abstract Preparation Guidelines

Please read the submission rules before submitting an abstract.

IMPORTANT DATES

- ❖ Conference Dates: **12th -16th September 2023**
 - ❖ Deadline for receiving abstracts: **31/05/2023**
 - ❖ Deadline for receiving verdicts: **14/06/2023**
- (Abstracts reviews will be on-going, as/when received)**
- ❖ Full (working) papers / slides due: **29/08/2023**
 - ❖ Send abstracts / inquiries to : ischconf@kisumu.go.ke and copy to scdconferencekisumu@gmail.com
 - ❖ **For more details, call: +254711705627**
- ❖ The Scientific Committee will determine whether the abstract will be accepted as a poster or oral presentation.
 - ❖ Receipt of your abstract will be acknowledged, and notification of acceptance will be communicated upon review.
 - ❖ The presenting author must register for the ISCD&H Kisumu 2023 conference. Abstracts will not be published in the abstracts book if the registration fee is not received. Submission of an abstract acknowledges your acceptance for the abstract to be published in the official conference abstracts book.
 - ❖ The presenting author is required to ensure that all co-authors are aware of the content of the abstract before submission.
 - ❖ The presenting author must be listed as the first author.
 - ❖ Submitted abstracts should include non-published data.
 - ❖ Abstracts previously presented will not be accepted.
 - ❖ All abstracts should be submitted and presented in clear English with accurate grammar and spelling of a quality suitable for publication. If you need help, please arrange for the review of your abstract by a colleague who is a native English speaker prior to submission.
 - ❖ Please submit symbols as words.
 - ❖ All abstracts accepted for presentation will be published on the Conference website prior to the Conference.
 - ❖ You may submit more than 1 abstract. However, presenters that are accepted for oral presentation will be permitted to give only 1 oral presentation. Additional accepted abstracts will therefore be poster only.
 - ❖ Please note the submitting author will receive all correspondence about the abstract so we advise that the submitting author details that are entered are the same details as those of the presenting author.
 - ❖ Abstracts may not be edited/updated after final submission. You are welcome to bring an updated abstract onsite with you.

Your abstract is not successfully submitted until you receive a confirmation e-mail after clicking the final submit button. If you do not receive a confirmation e-mail, please contact

us.

GUIDELINES FOR SUBMISSION

- ❖ Abstracts must be submitted electronically to ischconf@Kisumu.go.ke and copy to scdconferencekisumu@gmail.com
- ❖ Abstracts must be received by **31^S May 2023**. Abstracts received after the deadline will NOT be accepted
- ❖ All abstracts and presentations should be in English.
- ❖ Abstracts must be between 250-350 words

(Please Note: Word count is affected when graphs/tables/images are added)

- ❖ References are not obligatory and word count is affected by inclusion of references.
- ❖ Tables – A maximum of 3 tables of up to 10 rows x 10 columns can be included per abstract.
- ❖ Graphs and images – It is important to note that each image included in the abstract is worth 30 words. A maximum of 3 images can be included per abstract.
- ❖ The maximum file size of each graph/image is 500 KB. The maximum pixel size of the graph/image is 600(w) x 800(h) pixel. You may upload graphs in JPG format only.
- ❖ Use Times New Roman, font size 12
- ❖ **Title:** Use block capitals and in bold typeface
- ❖ **Author(s):** Start on a new line. List the author(s) by surname, followed by initials in capital letters. Underline the name of the presenting author. Do not include degrees or professional titles. e.g. Pro. Amani rather Amani P.K,
- ❖ **Affiliation:** Start on a new line. Include institution and town/city. Leave a blank line after the affiliation
- ❖ **Body:** Use a structured layout;
 - Background
 - Objectives
 - Methods
 - Results
 - Conclusions
- ❖ **Abbreviations:** If any used give the terms in full when first mentioned, followed by the abbreviation in parenthesis

Guideline for Poster Presentation

- ❖ Poster should be in place by 12th September 2023 at 5pm.
- ❖ A panel board is available to display each poster. Velcro tape will be provided by the organizing committee to mount the poster.
- ❖ Poster dimension should be 90cm (width) x 120cm (height).
- ❖ Poster number will be displayed on the panel board. A list of posters and poster numbers will be released via email soon.
- ❖ Poster should be readable from a distance of 2 meters. Any suitable font may be used. Font size should be no smaller than 24 points.
- ❖ Poster title, author's name(s) and their affiliations should be included
- ❖ Poster may also include:
 - Diagrams, tables, and charts;
 - Photographs;
 - Written texts e.g.:
 - For research posters: Introduction, methods, results, and discussions

For case report and non-scientific papers: Introduction, case presentation, discussion, and lesson learned

- ❖ Posters will be judged on the following criteria:
 - The originality of the concept
 - Overall appearance
 - Organization and flow
 - Content and clarity
 - Significance of findings
- ❖ Poster Abstract Submission Guidelines Abstracts must include a Title, Background, Aims, Method, Results, and Conclusion.
- ❖ The abstract will be submitted using the text boxes on the online submission form, the word counts are as follows;
 - Background -150 words,
 - Aims -50 words,
 - Methods -150 words,
 - Results -150 words,
 - Conclusion - 100 words.
- ❖ Tables and Figures should not be included in the abstract, although they can be included in your poster at the exhibition. Please ensure that appropriate references and contact email addresses are included on your poster. An individual can only be presenter/corresponding author for two posters, although they may be a named author on more posters.
- ❖ Poster should be removed when the conference concludes at 4.00pm on 15th September 2023

Acceptance of Poster Abstracts

- ❖ Each poster abstract will be assessed following the deadline (date to be agreed) and only those accepted will be invited to exhibit at the conference.
- ❖ You will receive notification confirming whether your abstract has been accepted or declined by (date to be agreed)

Preparation and Display of Posters

- ❖ On notification of acceptance of your poster, you will be sent details of how to upload your PDF poster to the e-poster portal (max file size 20Mb).
- ❖ Poster dimensions can be up to A0 size and orientation may be either portrait or landscape. Digital posters are highly zoom-able, so please keep your photos and graphics at quite good resolution.
- ❖ The poster should contain the title of the paper, name of the authors and their affiliations (the location should be at the top)

Reproduction of Poster Abstracts

- ❖ By submitting an abstract you automatically give us permission to publish your submission as part of the ISCD&H Kisumu 2023 conference which will be available as a hard copy in the conference pack and electronically for members to download from the website at the conclusion of the conference

PANELS

Panels typically convene a slate of experts to address current topics of interest to the ISCD&H conference. They include:

- Three or four panelists plus a moderator. Participants may include scholars, policymakers, practitioners, and industry experts.
- 60 – 90 minutes of discussion, of which 15 – 30 minutes are reserved for audience questions.

The submitter of an accepted panel is responsible for organizing the session in coordination with the Program Committee.

Panel Proposal Criteria:

When submitting a panel proposal, you should, in 500 words or less:

- State the panel's objectives and topics
- Justify its relevance to the ISCD&H conference
- Explain the proposed composition of the panel and its diversity of viewpoints, including the perspectives and contributions that each participant will bring to the topic
- Include the participants' names, organizational affiliation, and any other relevant identifying information

Panel Review Process:

Panels are reviewed openly, not through a double-blind process, in order to assess the composition of the panel, its diversity of viewpoint, and its ability to address the proposed topic in a manner appropriate to ISCD&H conference. The chair of the Program Committee is ultimately responsible for final decisions, which are made in consultation with the committee.

Note: Submitters must ensure availability of all participants.

Important Dates for Panel Proposals:

- Submission of panel proposals: By **30th June 2023**
- Notice of decisions: **29/08/2023**

ABSTRACT SUBMITTERS' DECLARATION

During abstract submission you will be asked to declare the following:

- ❖ I confirm that I previewed this abstract and that all information is correct. I accept that the content of this abstract cannot be modified or corrected after final submission and I am aware that it will be published as submitted.
- ❖ Submission of the abstract constitutes the consent of all authors to publication (e.g. Conference website, programs, other promotions, etc.)
- ❖ The Abstract Submitter warrants and represents that no part of the information and content provided by him/her (Hereafter: the "**Content**") to ISCD&H KISUMU 2023 International Conference (Hereafter: the "**Organizers**"), nor the publication of any such Content by the Organizers, on the internet or otherwise infringes any third party rights, including but not limited to privacy rights and/or intellectual property rights.
- ❖ The Abstract Submitter grants the Organizers a copyright license to reproduce, publish, translate, distribute, and display the text of the Content on a royalty-free, perpetual, irrevocable nonexclusive basis.
- ❖ I herewith confirm that the contact details saved in this system are those of the presenting author, who will be notified about the status of the abstract. The presenting author is responsible for informing the other authors about the status of the abstract.
- ❖ The Organizers reserve the right to remove from publication and/or presentation an abstract which does not comply with the above.
- ❖ I understand that I must select a specific sub-theme, Topic and Sub-Topic for my abstract allocation. Although the committee will work hard to honor this selection, this cannot be guaranteed. The Committee reserves the right to change the Theme, Topic or Sub-Topic under which the abstract was originally submitted.

CONFLICT OF INTEREST & ETHICAL APPROVAL

You will be asked to declare that you have received ethical approval for your study (if relevant), and you will be requested to confirm that you will declare any conflict of interests in your presentation at the conference

ABSTRACT SELECTION AND PRESENTATION

The Committee will review all submitted abstracts. Notification regarding abstract acceptance and scheduling will be sent to the submitting author.

Please note, if your abstract is accepted for oral presentation, the presenting author will be permitted a maximum of 1 oral presentation in the program.