# GUIDELINES FOR SUBMISSION OF ABSTRACTS FOR

# ORAL & POSTER PRESENTATION

Please follow strictly to the instructions below to prepare and submit abstracts:

1. Abstract should be submitted in Word .docx or .doc format.
2. File name format should be as follows: “Abs-11ACC-Surname followed by initials without space in between”, eg “Abs-11ACC-SmithJS.docx”.
3. Please submit your abstract via button below.
4. Each registered participant is allowed to make maximum one oral presentation and one poster presentation.
5. The **deadline** for all submissions is **31 July 2023.**

**TYPING INSTRUCTIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| (a) | Title |  | * Titles should be brief, clearly indicating nature of report.
 |
|  |  |  | * Titles must be bold.
 |
|  |  |  |  |
| (b) | Authors |  | * For each author, type first name, initial of middle name, and surname.
* Type surnames (or last names) of all author(s) in upper case.
 |
|  |  |  | * Underline the name of the presenting author.
 |
|  |  |  |  |
| (c) | Affiliations |  | * Type the department, name of the institution and address in one continuous line.
 |
|  |  |  |  |
| (d) | Font |  | * Font type – Times New Roman
 |
|  |  |  | * Font size – 12 for the title and 11 for the rest of the abstract
 |
|  |  |  |  |
| (e) | Text |  | * All texts must be in English.
 |
|  |  |  | * Leave one lines spacing before starting on text of abstract.
 |
|  |  |  | * Type the abstract, using single line spacing, as shown in the **sample abstract**.
 |
|  |  |  | * Justify the alignment of your text.
 |
|  |  |  | * Do not indent titles or paragraphs.
 |
|  |  |  |  |
| (f) | References  |  | * References (if any) should follow the template style.
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|  |  |  |  |
| (g) | Length |  | * Do not exceed **300** words (excluding title, authors and institutions).
 |

**Please complete the following form**:

Submitted by (presenting author):

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| --- | --- |
| Name: |  |
| Department: |  |
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| Abstract type:(Please indicate) | Oral / Poster |

Presentation Title (Word Style "ACC2011\_Title")

Author names (Word Style “11ACC\_Author”). Use first name, initial, and surname for each author (e.g., Chris J. Easton). Use underline to denote the presenting author.

Affiliation and Address (Word Style ”11ACC\_Address”).

(e-mail address of presenting author (Word Style “11ACC\_e-mail))

Text (Word Style “11ACC\_Text”). The conference organiser requests all presenting participants at 11ACC to submit an abstract using this A4-sized template. The abstract may include figures, schemes and tables if needed. The allocated space for your abstract is one page. Please adjust the length of your abstract so that all contents fit in this space, and do not alter the page setup of this template.

**References (if any)**

1. Easton, C J.; Taylor, C. Journal Title, **2011**, 8, 28-31.

**Acknowledgements (if any)**

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