

GUIDELINES FOR ABSTRACT SUBMISSION & POSTER PREPARATION

A. Preparation of abstracts

1. **Title:** Use a concise title that reflects abstract content. Do not use acronyms, abbreviations, and initials in a title.
2. **Author/Institution:** When multiple authors submit an abstract, clearly identify **one** contact author and provide complete contact information. List author institution affiliation below each author's name, followed by the city of the institution, except when authors share the same institutional affiliation.
3. **Abstract:** All abstracts must be typed **single-spaced** with 1-inch margins; **Arial** is the recommended font, **10-point type**. Abstract text format is **flush left**. **Text length** must not exceed 200 words. Abstract should include: objective, methodology, main results and conclusions. Do not use headers, references, charts, figures or tables in the abstract.

B. Abstract Proposal Submission:

1. All abstract proposals must be submitted electronically (Word or WordPerfect) with a fully completed and **signed** application before Thursday **8th February 2018**.
2. Acknowledgement of receipt of application will sent by email.

C. Ethical Review (if Applicable)

Please note that studies involving surveys that will be published will need approval from the University Institutional Review Board (IRB) (IRB@alfaisal.edu).

D. Poster Presentation Guidelines

1. Each poster will be mounted on a white board. **The actual poster content will need to fit into an area of 100 cm wide X 180 cm high**. The poster will be placed on a white board (110cm wide X 200 cm high).
2. The following topics are suggested for inclusion in your poster in the following order: Title (project title, names and affiliations), Abstract, Project Objectives, Background, Materials and Methods, Results and Conclusions.
3. Use as few words as possible. Bulleted lists are encouraged. Use at least 18 point font. Photographs, graphs, and schematics are best with descriptive figure titles.
4. Keep everything as simple as possible and try to avoid overcrowding your poster. It is important that your poster is easily read by all.

E. Questions

For further information and clarification please contact

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