

## General Abstract Guidelines

- All submitted abstracts must be in English, Arabic studies must include full translation
- The content of the abstract is solely the responsibility of the author. The original abstract is reprinted exactly as provided. It is therefore essential that the abstract is correctly typed. Avoid errors, corrections and misspellings.
- All reports must be based on work that has already been completed. No studies "in progress" will be accepted.
- Please clearly indicate the name of the presenting author, who will be considered the contact person for all correspondence connected with this abstract.
- All submitted abstracts need to have the names and surnames of all co-authors, along with their positions in their affiliated institutions
- All submitted abstracts must not exceed 500 words with no use of abbreviations
- It is expected that, in keeping with normal publication protocol, the first author (the presenting author) has made the greatest contribution to the work described.
- All co-authors must have approved the abstract submission.
- Acknowledgement of receipt of abstracts will be made by email to the presenting author. Therefore it is essential that a complete e-mail address is provided on the abstract submission form.

Specific instructions for a presentation, case study or discussion panel proposal:

Use the following subtitles in your abstract as appropriate:

- Background
- Description
- Discussion
- Conclusion
- References

Presenter changes: If the presenting author is unable to attend the Conference, the conference organiser must be informed in writing no later than 2 months before the event date. Failure to do this may result in the presenter not being allowed to present at the following year's Conference. A co-author may be substituted to present the work, if appropriate, and if speaker's details are submitted with sufficient time to process the speaker application with the relevant authorities.