



Abstract Guidelines

IMPORTANT DATES

- Abstract submission opens: 28 January 2021
- Abstract submission closes: 15 April 2021
- Abstract notification: Week commencing: 10 May 2021

Abstracts received after the deadline will not be accepted.

BROWSER REQUIREMENTS

The internet abstract submission system works best with Internet Explorer 8.0 or higher, Mozilla Firefox 5.0 or higher and Chrome 16 or higher. Cookies and JavaScript need to be enabled.

DEFINITIONS

- **Submitting author:** person who physically submits the abstract
- **Presenting author:** person who will physically present the abstract at the conference and who is marked as the presenter in the program
- **First author:** First author cited who scientifically endorses the abstract and is therefore responsible for its content

RULES

Failure to observe these guidelines may result in disqualification.

1. Click on the "ABSTRACTS" section of this website and follow instructions as given. Please note that you will be asked to register yourself if you have not used the system before. Once registered you will be sent confirmation of your username and password, which you can subsequently use to log in and modify / submit any new abstracts.
2. The correct **topic** must be selected to ensure correct allocation within the programme. The content of the abstract must be topic related.
3. Abstracts must contain data and meet international ethical standards.
4. Abbreviations should be defined.
5. The abstract cannot contain more than **4000 characters** (blank spaces, punctuation).
6. When you submit an abstract for the first time you will be asked to create an account. You will be able to use the same details to login and register. Once you have submitted your abstract you will also be given a unique Reference Number. Please make a note of these so that, if required, you can recall and update/amend your submission. Abstracts in draft, in the system, can be amended up to **midnight (UK time) on 4 April 2021** when the submission site closes.
7. Please ensure that your abstract does not contain spelling, grammatical or scientific errors. No corrections are possible after the submission deadline. The abstract will be **reproduced exactly as submitted in the event materials**. No proofreading will be done of the scientific content.
8. Type the title, authors and addresses using "normal sentence case" (i.e.: do not use all capitals).
9. Only use international ASCII characters in your abstract text.
10. If you need to withdraw your abstract, a written statement reflecting the reasons for this decision must be sent to **Fezaabstracts@mci-group.com, no later than 5 May 2021**. After this date, abstracts can still be withdrawn, but we will be unable to remove them from the event materials.

FEZA 2021 Abstract Management
c/o MCI UK Ltd, Durford Mill, Petersfield GU31 5AZ, United Kingdom
Tel: +44 (0)1730 715 274 - Email: Fezaabstracts@mci-group.com



AFTER THE SUBMISSION

1. The Programme Committee reserve the right of final decisions regarding acceptance of abstracts and the form of presentation.
2. The submitting author will be notified in **May 2021**, at the email address provided during submission, whether their abstract has been accepted. It is the submitting author's responsibility to ensure that emails from FEZA2021 can reach them. They will be informed at the same time about the date, time and format of their presentation.

PRESENTATION OF ABSTRACTS

1. Abstracts can be accepted either as a poster or oral presentation.
2. If your abstract is accepted as a poster, you will be requested to produce a five-minute video or PowerPoint Presentation with audio. This will be uploaded to the On Demand area of the conference website.
3. Oral presentations will be advised of presentation date and length of presentation once abstract has been accepted.
4. Full presentation guidelines will be included in the acceptance letter and posted on the conference website.

ABSTRACT TYPING INSTRUCTIONS

Maximum word count is 4000 characters.

FORMATTING YOUR ABSTRACT

Please use International characters only. Please type in "normal sentence case", not all in CAPITALS. Reduce abbreviations to a minimum, especially non-standard ones, and define at first use. Abbreviations should not be used in the title. Make the title intelligible to all. Use only normal keyboard characters. Separate each paragraph with one hard return.

Please do not use hard returns at the end of each line - the text will wrap automatically. All abstracts will be reproduced exactly as submitted so please check the text for typing errors before you submit.

Please use the buttons provided to format your abstract title and text. The following formatting is available: Bold, Italic, Superscript, Subscript, Symbol/custom character, Copy, paste as plain text, Select all, Undo, Redo.

If you are pasting content, we strongly advise using the "paste as plain text" button in the toolbar along with the "custom character" button, if any erroneous characters remain you will be alerted on submission and given the opportunity to amend.