

## **Abstract Format and Layout Guidelines**

Please read the guidelines below carefully. Abstracts not submitted in this format may not be considered for review. The theme is "Integrated Kidney Care, Advancing Together".

### **Submission Process**

All abstracts must be submitted electronically. Faxed or hard copy submissions will not be accepted.

The closing date for submission of abstracts is **15 February 2019**. Abstracts received after the closure date will not be accepted unless otherwise stated on our website

After submission of abstract and before the closing date, you may continue to edit the abstract. No editing of the submitted abstract will be allowed after the respective closing dates

### **Abstract Guidelines**

Please include the following items in your abstracts:

- Title of the abstract
- Abstract text- Limited to 500 words
- Abstracts must be in English only.
- No images, figures, tables, charts or symbols should be included in the abstract
- Abstract layout- Abstracts must be submitted with the following sections: Introduction, Method, Results, Conclusion
- References are not obligatory and word count is affected by inclusion of references

### **General Requirements**

- Abstract must contain original work that has not previously been reported
- Abstracts may be original research, insights or case studies or quality improvement programme
- Abstracts will be blind reviewed by the appointed abstract reviewers

### **Notification of acceptance**

Acceptance or rejection of the abstract will be communicated to the e-mail address of the corresponding author in April 2019 at the latest.

Accepted abstracts will be presented in either thematic Poster Sessions or Oral Abstract Sessions during the Congress. The final decision on acceptance of poster or oral presentation will be decided by the Conference Scientific Committee.

All presenters must register to attend the conference. Acceptance of abstracts into the program is contingent upon receipt of the registration fee.

All Presenting Authors will receive the detailed presentation guidelines when their abstract has been accepted and closer to the Conference date.

### **Abstract Publication**

Submission of an abstract grants the Conference the rights to publish the abstract in both print and digital formats under the Conference (e.g. Conference Souvenir Booklet, Programme Book, Official Website, Abstract book etc.). There will be no further notification for the publication.

### **Personal Data Protection Act 2010 (PDPA Statement)**

We take our delegates privacy seriously and we will only collect and use your personal information for the administration of this conference, and the publishing your abstract in the Conference Souvenir Booklet.

Data protection is a matter of trust and your privacy is important to us. We shall therefore only use your name and other information, which relates to you in the manner set out in this Privacy Policy. We will only collect information where it is necessary for us to do so and we will only collect information if it is relevant to our dealings with you. We will only keep your information for as long as we are either required to by law or as is relevant for the purposes for which it was collected.