

## **GENERAL INFORMATION**

All abstracts must be submitted from 01<sup>st</sup> March, 2019 and be received before 30<sup>th</sup> April 2019 through the On-line Abstract Submission System.

The abstract text must be anonymous without any authors' or institutions' names. Do not include the name of the hospital, university or city.

All abstract identification details, references, affiliations will be taken separately as part of the online submission process and will be merged again with the abstract text after review.

Abstracts must be original and should not been published or presented at any conferences prior to the ICCS Meeting.

By submitting your abstract, you give permission to the ICCS to publish the abstract in the congress promotional material (brochures, ICCS websites). In addition, if your abstract is accepted, you must be registered at the congress in order to present your paper.

All abstracts will be reviewed by the ICCS Scientific Committee, and reviewing results will be announced by emailing a notice of acceptance/rejection to corresponding authors only by May 31, 2018. Instructions for podium/poster presentation will be sent to presenting authors of the accepted abstracts.

## **INSTRUCTIONS**

Please read the following instructions carefully before preparing your abstract.

Abstract must be submitted through the online system for abstract submission, must be typed in ENGLISH using the abstract template available on the conference website and saved in the Microsoft Word format.

Abstracts must contain no more than 300 words, excluding authors' names and affiliations

1. The text should be single spaced, composed with Microsoft Word with Arial size 10pt
2. Use standard abbreviations and place a special or unusual abbreviation in parenthesis after the full word appears. Write numbers as numerals rather than words.
3. Fill in the abstract submission form and upload your paper at On-line Abstract Submission System.
4. For those who have difficulty in accessing the on-line system, please contact the Organising secretariat at [iccs2019@grupakombinat.pl](mailto:iccs2019@grupakombinat.pl)

Authors are strongly advised to ensure the accuracy of the submitted abstracts. Any mistakes in the Title and or Authors/Affiliations will be published as typed in the programme brochure.

5. The Scientific Program Committee of the ICCS Meeting reserves the right to accept or refuse an abstract, to designate abstracts for either oral or poster presentation and to choose a suitable session for the abstract. The authors' preference on presentation type and subject will be taken into account.

Please note that the abstracts not complying with such requirements will be rejected.

## **PRESENTATIONS METHOD(S)**

Oral (Podium) presentation

Poster Discussion presentation

## **A-V NEEDS**

Standard A/V equipment (Video Projector, Screen, Podium microphone) available.

## **ABSTRACT AGREEMENT**

If your abstract is accepted for an oral or a poster session, you will be asked to agree to the following:

- Present the lecture in the session format assigned to you by the Scientific Committee
- Register for the conference and assume responsibility for your own registration, lodging and

transportation as well as providing a substitute presenter in case of impossibility to attend the conference.

### **IMPORTANT REQUIREMENTS**

Presenters of accepted abstracts must pre-register for the Meeting.

If changes to your presentation are necessary, you can make them in the on-line abstract section during submission period.

### **ABSTRACT NOTIFICATIONS**

Notification regarding abstract acceptance/rejection will be sent to corresponding author by 31<sup>st</sup> May 2019. If you DO NOT receive any e-mail notification regarding your abstract submission by 31<sup>st</sup> May 2018, please send an e-mail to [iccs2019@grupakombinat.pl](mailto:iccs2019@grupakombinat.pl)

### **BROWSERS**

Internet Explorer

Mozilla Firefox

Google Chrome

Opera

Safari

### **AUTHORS**

Please enter all authors names in the order they should appear in the heading of the abstract.

Presenting author should be chosen and marked. Please only enter the authors names in the online application form when required and leave your word file anonymous.

### **INSTITUTION/DEPARTMENT/CITY/COUNTRY**

Enter institutional affiliations of all authors.

### **SPECIAL CHARACTERS AND FORMATTING**

If you copy and paste the title and/or body from a word document, special characters or formatting may not transfer. You may have to replace special characters and/or insert formatting tags using the character palette in the abstract submission website.

### **CORRESPONDING AUTHOR**

The Corresponding Author is the person, whose contact details data were given when creating a new account. S/He will receive all communication on abstract status from the Organising Secretariat.

### **PROOF**

Carefully check your abstract proof. Make sure all special characters and formatting is displaying properly in your proof. If you find errors, return to the abstract title, authors or body, and make your corrections. It is the author's responsibility to submit a correct abstract. Any errors in spelling, grammar, or scientific fact will be reproduced as typed by the author. Upon receipt of your submission, the system will automatically issue an e-mail confirmation (with the abstract's ID and title) to the corresponding author.

Submit your abstract online at [www.iccs2018.info](http://www.iccs2018.info)

For technical information please contact the Organising Secretariat at [iccs2019@grupakombinat.pl](mailto:iccs2019@grupakombinat.pl)