

Guideline and Format of Abstracts



Twelfth (12th) National Health Research Forum (NHRF) invites researchers from around the Region to submit abstracts for presentation at our 2018 annual conference in Vientiane Capital, Lao PDR. The theme will focus on the importance of health research system strengthening that contributing to the achievement of Universal Health Coverage, and control the Non-Communicable Diseases (NCD) and eliminate some communicable diseases (CD) in Lao PDR by 2025. The conference will feature a wide range of exciting talks, discussions, and networking opportunities with experts, researchers, and up-and-coming leaders in the field

General Instructions

Thank you for your interest in submitting an abstract for the 12th NHRF, the deadline for all submissions is 31st August 2018 to ensure publication requirements are met. Abstracts will be reviewed on rolling basis with a notification issued within 4 weeks after submission. Selection of oral and poster presentations will take place and speakers and presenters will be informed by 15th September 2018.

Preparing and formatting bstracts

- Abstracts can only be submitted online using the Abstract Template available on the conference website
- Abstracts must be submitted in English
- No references, tables or graphics should be included in the abstract
- When using abbreviations within the body of the abstract, please spell out the name in full at first mention and follow with the abbreviation in parenthesis.
- It is the responsibility of the author to ensure abstract text does not contain any typos or grammatical errors. The organizer will not be responsible for any errors published.
- No changes can be made after the abstract deadline has passed

ORAL PRESENTATIONS

Paper presentation

A paper presentation refers to a developed academic topic, policy area, an ongoing project or program evaluation. Paper presentations will represent the majority of submissions accepted for the conference and will have the following characteristics:

- 12-15min duration
- 1 presenter per abstract submitted

Submission Rules for Paper Abstracts

Please ensure the following rules are met when submitting a paper abstract:

- Each paper abstract can be submitted under the theme of Conference
- Paper abstract submissions must not have been previously presented at an NHFR Conference.
- No changes can be made to the submitted paper abstract after the submission deadline.

POSTER PRESENTATIONS

A poster presentation is designed to allow the presenter to have a static image of text and graphics describing preliminary findings from research or published papers, description of programs or their activities or other creative work completed in the field related to the conferences subthemes. Work being submitted in a poster format must lend itself well to visual displays and representations. These sessions allow for engagement in informal discussions about the work with interested delegates throughout the conference.

Submission Rules of Poster Abstracts

- Each poster abstract can only be submitted under the theme of conference.
- No changes can be made to the submitted workshop submission after the submission deadline.

Preparation of Posters

Each poster will be presented on one side of a large poster board. The maximum dimensions for your poster are 1000 mm x 1200 mm. Your poster does not have to be the maximum size, but should be large enough to be read from a comfortable distance.

Suggested Format

Before you begin, please prepare the following information:

- Presenting author's contact details
 - Email address
 - Full postal address
 - Daytime and evening phone number
- Author and co-authors' details
 - Full first and family name(s).
 - Authors' names must be in upper and lower case (J.J.C. Smith).
 - Affiliation details: department, institution / hospital, city, state (if relevant), country

- Abstract title - limited to **20 words** in UPPER CASE
- Abstract text – limited to **250 words**, including acknowledgements.
(Please Note: word count is affected when graphs/tables/images are included)

We recommend using word-processing software (for example, Word) for editing your abstract and counting the number of words.

- Abstracts should clearly state:
 - **Background and aims**

- **Methods**
- **Results**
- **Conclusions**
- Finally, be sure to acknowledge any support you received that enabled the completion of your project (e.g., include the logos your academic and financial sponsors).
- Use only standard abbreviations. Place special or unusual abbreviations in parentheses after the full word appear the first time.
- **Use generic names of drugs.** Express numbers as numerals.
- **Abstract Topics** - Abstracts must be allocated to a specific category and topic area for the Scientific Program. You will need to select the category and topic most suited to your abstract.
 - Draft abstracts – The submission form at the link below allows you to store your abstract as a draft in order to make changes. Please note that abstracts must be SUBMITTED before the deadline in order to be sent to review for inclusion in the Scientific Program.

RULES FOR SUBMISSION

The presenting author is expected to attend NHRF and present the poster or oral presentation. The presenting author is required to ensure that all co-authors are aware of the content of the abstract before submission. Before submitting the abstract, the Abstract Submitter will be required to confirm the following:

1. I confirm that I previewed this abstract and that all information is correct. I accept that the content of this abstract cannot be modified or corrected after final submission and I am aware that it will be published exactly as submitted.
2. Submission of the abstract constitutes my consent to publication (e.g. forum website, programs, other promotions, etc.)
3. The Organizers reserve the right to remove from any publication an abstract which does not comply with the above.

Abstracts will be evaluated in terms of the importance, timeliness, and relevance of the topic, soundness of approach, and clarity of presentation.

The abstract must be submitted via email attachment with the title, “Last name of first author – Abstract” by 31st August 2018 via <https://www.nioph.gov.la/en/>.

Please send E-mail to:

Dr. Khampheng Phongluxa (khampheng_p@hotmail.com) for any inquiry of abstract submission.

Dr. Latsamy Siengsounthone (slatsamy@yahoo.com) for any inquiry of administrative issues.