

GUIDELINES FOR PREPARATION & SUBMISSION OF ABSTRACT

General Guidelines

- 1) Authors can choose their preferred presentation format; however, the scientific committee will make the final decision following the evaluation process.
 - ❖ Oral Presentation
 - ❖ E-poster Presentation
- 2) Presentations received through Email only, WhatsApp, or any other mode/ tool will not be considered by the scientific committee.
- 3) Abstracts should be written in clear and concise English.
- 4) The abstract should have four essential components:
 - ❖ Background
 - ❖ Methods
 - ❖ Results
 - ❖ Conclusions.
- 5) For Case Reports, the following components could be used:
 - ❖ Introduction (as Background)
 - ❖ Series / Procedure (as Methods)
 - ❖ Results
 - ❖ Conclusion
- 6) Please adhere to a **300** word limit. [Exclusive of title and author names]
- 7) The abstract's title is limited to **25** words.
- 8) Choose the most fitting topic/category for your abstract. The Program Committee retains the authority to reclassify an abstract if necessary.
- 9) Ensure the title distinctly delineates the topic, avoiding abbreviations. Maintain professional consistency by presenting titles in sentence case without bolding, underlining, italicizing, or using all caps or lowercase letters
- 10) No tables or figures should be submitted in the abstract.
- 11) Presented work must be original and must not have been published or presented at any other meeting.
- 12) Abbreviations may be used after defining them first.
- 13) Abstracts should have expected scientific merit.

14) Trade names and company names cannot be mentioned in the title. However, trade names in brackets will be accepted in the body of the text if they are necessary to differentiate from similar products or to specify certain delivery devices or modes of application.

15) Conflict of interests: authors and co-authors must declare any financial or other interests with a company in connection with the work presented.

16) Abstracts must be received by the announced deadline. Abstracts received after the deadline **15th May 2026** will not be considered.

17) Presenting authors must be registered participants. Only abstracts of authors who have paid their registration fees by the registration deadline will be scheduled for presentation and included for publication.

18) The scientific committee reserves the right to accept or reject an abstract.

19) If you have difficulty or questions regarding the submission process, please contact the office via email at gogsasm@gmail.com

20) The presenting author must complete their registration within 10 days of acceptance of the abstract, failing which the abstract will be removed from the scientific program.

21) By submitting an abstract, authors grant the congress the right to publish the abstract in the book of abstracts.

22) **DEADLINE TO SUBMIT YOUR ABSTRACTS: 15th MAY 2026**

23) Submit your abstract via email: gogsasm@gmail.com

E-POSTER PRESENTATION GUIDELINES

1) All posters will be E-POSTERS (Electronic Poster). Each e-poster presenter will be provided with a display screen and laptop for the poster session. There will be no physical display of posters on papers or on flex.

2) The E-posters will be displayed on Led monitors in the e-poster zone at the pre function area of Hotel Radisson Blu, Guwahati.

3) Please use the MS POWER POINT provided to prepare your e-poster.

4) The slide/poster to be composed in 16:9 aspect ratio & should always be in landscape orientation.

- 5) All the matter including photographs should fit into the 1 slide.
- 6) Symbols, diagrams and other images included should be clear enough to view on screen.
- 7) Recommended font: font size should not be less than 18 point
- 8) Font type: Calibri (body), Arial (bold), Adobe Garamond pro.
- 9) Background should be light (recommended: white) if dark text is being used.
- 10) Save all mathematical formulas and equations to images (jpg, png) when embedding.
- 11) All presentations should be saved in ms power point show format.
- 12) Total file size should not exceed 10 MB.
- 13) Names of all authors should be mentioned and name of the presenting author should be underlined.
- 14) Affiliations of author and all co-authors should be mentioned.
- 15) In case of any conflict of interest, it should be mentioned and specified at the bottom of the poster.
- 16) A maximum of 3 references can be listed at the end of the poster. Commercial names of drugs/chemicals/ equipment should not be mentioned.
- 17) Animations and videos should not be used.
- 18) Time allotted for paper presentation is 8 + 2 minutes, which should be strictly followed.
- 19) Decision of the judges would be final.
- 20) Privacy of your patients should be protected. Appropriate permission from patients for use of their clinical images should be taken. Maintaining privacy and dignity of patients is the responsibility of authors and co-authors.