

## **Fact sheet of Poster submission to FMPC Symposium 26-27 Nov, 2011**

### **Abstract Submission Procedure**

All participants are invited to submit abstracts for Poster Sessions. Please submit your abstract by email to the Symposium Secretariat (e-mail: pmya715@hku.hk)

**Extended Deadline for Abstract Submission 24 October, 2011**

### **Guidelines for Submission of Abstract(s)**

1. Abstracts must be in English and submitted to the Secretariat (in MS Word format) before **24 October, 2011** by e-mail.
2. The confirmation of acceptance by the Scientific Committee will be communicated to the Presenting Author by **3 November, 2011**. If no answer is received by **7 November, 2011**, please contact the Secretariat.
3. In order to avoid disruption of Session by 'No-Show', accepted abstracts will only be integrated if the Author has registered and paid the registration fee in full by **10 November, 2011**.
4. Presenting Author - The name on the Abstract Form must be identical to the name written in the Symposium Registration Form.
5. Email Address - Any communications regarding the acceptance will only be given to the Presenting Author at the indicated email address.
6. Abstract submitted will receive a confirmation by e-mail. If you do not receive a confirmation within 2 days, please contact the Symposium Secretariat.

### **Guidelines for Submission of Poster(s)**

1. Poster must be written in English with dimensions smaller or equal to 1m (width) x 1.5m (long)
2. Posters should be simple and eye-catching
3. Use large print (24 point font suggested)
4. Poster should include, but not limit to, background, research question, methods, results, discussion, conclusion and acknowledgements. For details, please refer to the poster template.
5. We have attendees from a variety of disciplines and not all attendees are fluent in English. Please keep abbreviations and jargon to a minimum.

### **Posters Set-up and Removal**

1. Upon your submission of poster(s) during registration on the day, the Symposium Secretariat will be responsible for setting-up the exhibition.
2. If you would like to get the poster(s) back after the symposium, please specify your requests when you submit poster drafts. Otherwise, posters will be discarded after 5:30p.m. on the second day of the Symposium (27 Nov, 2011).



**Name**

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**Background**

**Table 1.**

**Research  
Questions**

**Table 2:**

**Methods**

**Discussion**

**Results**

**Conclusion**

**Acknowledgements**