

## Guidelines for Registration & Abstract Submission

### **Registration**

- (1) The Annual Scientific Meeting of HKSEMR is open to all members and non-members. Advanced registration is required and should be done before 15 October 2011.
- (2) Registration is free and registration form should be addressed to Dr. Alice Wong or Dr. Winnie Lau by email ([awong1@hku.hk](mailto:awong1@hku.hk) or [lauwy\\_winnie@hotmail.com](mailto:lauwy_winnie@hotmail.com)).

### **Abstract Submission**

- (1) Submission of abstracts on both basic and clinical research in the fields of endocrinology, metabolism, and reproduction for presentation at the meeting is welcomed. Once the abstract is accepted, the presenter will be invited for either a 15-minute oral presentation or a poster presentation.
- (2) For those who would like to be considered for the presentation awards, a mini-paper (a maximum of two A4 pages) describing the major findings of the presentation should be submitted with the abstract. Accepted abstracts and mini-papers will be published in the Program & Abstract Book of the Annual Scientific Meeting.
- (3) Please indicated at the time of abstract submission of the following information: (i) name of presenter, (ii) email address, (iii) preference for oral or poster presentation, and (iv) wish to be considered for awards. Abstracts (and mini-papers for award competition) should be addressed to Dr. Alice Wong or Dr. Winnie Lau by email ([awong1@hku.hk](mailto:awong1@hku.hk) or [lauwy\\_winnie@hotmail.com](mailto:lauwy_winnie@hotmail.com)).
- (4) The deadline for abstract submission is 25<sup>th</sup> September 2011. Notification of acceptance will be sent to the corresponding authors after 15<sup>th</sup> October 2011 with the instructions for oral presentation and poster preparation.

### **Format of Abstract Preparation**

- (1) Abstract should be typed written and justified on both sides using Times New Roman with a font size of 12. The abstract should be typed within the box (15 cm x 20 cm) provided in the abstract submission form. The margins for page setup in A4 paper in Microsoft Word format are: Top 5 cm, Bottom 5 cm, Left 3 cm, Right 3 cm, Gutter 0 cm, Header 0 cm, and Footer 0 cm.
- (2) The title of the abstract should be bold capital letters, name of the authors in bold, italic, capital and small letters, institution/affiliation in bold, italic, capital and small letters, and the main text of the abstract (including acknowledgements of funding support) in capital and small letters.