

## **Guidelines for Registration & Abstract Submission**

### **Registration**

- (1) The Annual Scientific Meeting of HKSEMR is open to all members and non-members. Advance registration is required and should be done on or before 1<sup>st</sup> November 2017.
- (2) Registration is free and registration form should be addressed to [hksemr@medionline.com.hk](mailto:hksemr@medionline.com.hk)
- (3) On-line registration is available at <http://www.hksemr2017reg.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.
- (2) Please indicate at the time of abstraction submission with the following information: (i) name of the presenter, (ii) email address and (iii) wish to be considered for awards. Abstracts should be addressed to Dr. Ingrid Tsang (Clinical) at [tky932@ha.org.hk](mailto:tky932@ha.org.hk) or Dr. Chi Bun Chan (Basic Science) at [chancb@hku.hk](mailto:chancb@hku.hk) respectively
- (3) Presenters who would like to be considered for the presentation awards need to be a paid-up member of the Society for at least one year.
- (4) The deadline for abstract submission is extended to 8<sup>th</sup> October 2017. Notification of acceptance will be sent to the corresponding authors after 8<sup>th</sup> October 2017 with the instructions for oral presentation and poster preparation.

### **Format of Abstract**

- (1) Abstract should be type-written and sent as Windows Word file.
- (2) The abstract text should be no more than 400 words.
- (3) The body of the abstract should be organised as follows: (a) Introduction; (b) Objectives; (c) Methodology; (d) Results /outcomes and (e) Conclusion.
- (4) Standard abbreviations and generic drug names should be used.