

FORM OF PRESENTATION

Please indicate the desired presentation type of your abstract:

Oral Presentation

Poster Presentation

Please bear in mind that the Scientific Committee of the Conference will review all submitted abstracts and decide as to the type of presentation (oral or poster) as well as upon the topic each abstract will be presented under.

GUIDELINES

A. Format *(please refer to the example overleaf)*

Given that the late abstracts will be reproduced in the Book of Abstracts (or CD ROM) of **Excellence in Oncology** exactly in the form they are submitted, authors are kindly requested to adhere to the following submission guidelines:

- a) Language: English
- b) Abstract text word limit: 300 words (names and affiliation details are not included)
- c) Suggested font: Tahoma, size 10 cpi
- d) Text alignment: Justified
- e) Spacing between the title, the author(s) and the abstract text: Single
- f) Line spacing of the text: Single
- g) Abstract title typed in: UPPER CASE
- h) The last name(s) of the author(s) should be written in lower case preceded by the first name(s) of the author(s) written in full.
- i) The presenting author's name must be written in bold.
- j) All authors' affiliation details [department, institution / hospital, city / town, state (if applicable) and country] should be written under the names, preceded by the corresponding indices. The affiliations should NOT be mentioned in the abstract text.
- k) The abstract should follow the below standard structure (the titles being typed in lower case and in bold):
 - o Introduction
 - o Purpose
 - o Material
 - o Methods
 - o Results
 - o Conclusions
- l) The text may include standard abbreviations, tables, diagrams and photographs, as long as they remain within the page margins and the total amount of words does not exceed the above mentioned limit (**300 words**).

The responsibility for accuracy rests with the author

B. Submission

a) Via e-mail: Authors may send the abstract to the e-mail address eio-abstracts@candc-group.com attaching:

1. The Late Abstract Submission Form duly completed and
2. The abstract in Microsoft Office Word format following the instructions given above.

b) On-line: Authors may submit their abstract online by clicking [HERE](#) and completing all required fields. Should you encounter any difficulties in submitting your abstract on-line please do not hesitate to contact the Conference Organisers at eio-abstracts@candc-group.com.

Abstracts submitted via fax will NOT be accepted.

ABSTRACT WITHDRAWAL

If you wish to withdraw an abstract, please contact the **Conference Organisers** before **October 4th, 2010**, otherwise the papers will be published in the **in the Book of Abstracts (or CD ROM) of Excellence in Oncology** and/ or will be posted on the Conference website.

NOTES

- The late abstract submission deadline expires on **September 30th, 2010**.
- Late abstracts for Excellence in Oncology can be submitted via email or online only.

LATE ABSTRACT SUBMISSION DEADLINE : September 30th 2010

- In order to submit a late abstract, at least the presenting author has to be registered to the Conference. In case the same author presents more than one abstract, for each additional abstract a different co-author must be registered to the Conference.
- An author may present one (1) paper **only**. **However anyone** maybe listed as co-author on multiple papers and may present another person's paper if the original presenter is not able to attend the Conference.
- All late abstract submissions will be reviewed by the Scientific Committee of the Conference and evaluated in terms of their appropriateness and their overall quality. Abstracts will be assessed on their acceptability and eligibility as oral or poster presentations in a constructive and educational way.
- Presenting authors will be informed about the status of their abstract (accepted / rejected), on **October 22nd, 2010**.
- The author indicated as the contact person will be notified about the successful submission of the late abstract within three (3) days of it being received. In the event that you do not receive such notification, please contact the Conference Organisers.
- All accepted late abstracts will be included in the late Book of Abstracts of Excellence in Oncology provided that the presenting author has been registered the latest by **October 4th, 2010**. In case the presenting author has not been registered to the Conference by October 4th, 2010, the abstract will be withdrawn without further notice.
- Content of submitted late abstracts must have not been previously published or presented at international meeting and/or conferences research is not acceptable.
- Please read carefully and follow the instructions, as incomplete submissions will not be reviewed.

ABSTRACT EXAMPLE

AKJSHDKJ AKDHKSJDH AKSHDKAJSHD JHJ IWDB KJHA
 John Smith¹, **Maria Reynolds**¹, Steve Mc Donald²
 1. St Mary's Hospital, London, UK
 2. University of East Anglia, School of Medicine, UK
Introduction
 Ababa baba bababa babab ababa bcna anbs anbs ansb anbs ansb anbs ansb na
Purpose
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Material
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Methods
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Results
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Conclusions
 Ababa baba bababa babab ababa bcna anbs anbs ansb anbs ansb anbs ansb na

The Conference Organisers remains at your disposal for any further information and/or assistance required.

I agree to the collection and processing of my personal data by **C&C International Group of Companies**, for the purpose of sending information material (newsletter) in relation to conferences with similar topics as well as promotional and advertising e-mails as part of its advertising policy.

YES or NO

I hereby declare that I have been informed about and have accepted the rules prevailing the abstract editing and submission procedure for presentation during the **Excellence in Oncology**, as well as publication in the proceedings of the Excellence in Oncology book of abstracts and / or <http://www.Excellence-in-oncology.org>.

Date: _____ / _____ / _____
 day month year

Signature: _____



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