

## GUIDELINES FOR PREPARATION & SUBMISSION OF POSTERS & PAPERS

- ❖ All Poster presenters are required to register for the Conference.
- ❖ All posters will be physical display. Posters will be on papers or on flex. There are no provisions for E Poster.
- ❖ The posters will be displayed on board in the poster zone at the pre function area of conference venue on **13th September, 2025**.
- ❖ Poster presenters should refer to the Poster Help Desk in the Poster Area in order to locate their board number.
- ❖ You will be provided with a poster board on which to display your materials.
- ❖ Double-sided tape, tacks and technical equipment will be available for the mounting of posters. Staff will also be in the poster area to assist you.
- ❖ It is recommended that posters are prepared on one sheet of material.
- ❖ The dimensions of the poster should not exceed 36 inch wide x 48 inch high.
- ❖ The poster must be PORTRAIT orientation.
- ❖ Oversized posters will obscure an adjacent poster and will be rejected.
- ❖ Your materials should be on thin poster paper /laminated paper or flex- nothing heavier will stay in position.
- ❖ Allocate the top of the poster for the title and authors as stated on the submitted abstract.
- ❖ The text, illustrations, etc. should be bold enough to be read from a distance of two meters. (six feet).
- ❖ Contents should not be over crowded. Symbols, diagrams and other images included should be clear enough to view.
- ❖ Background should be light (recommended: white) if dark text is being used.
- ❖ Names of all authors should be mentioned and name of the presenting author should be underlined.
- ❖ Affiliations of author and all co-authors should be mentioned.
- ❖ In case of any conflict of interest, it should be mentioned and specified at the bottom of the poster
- ❖ A maximum of 3 references can be listed at the end of the poster.
- ❖ Commercial names of drugs/chemicals/ equipment should not be mentioned.
- ❖ Decision of the judges would be final.
- ❖ 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.
- ❖ Please note that you are required to print and bring your own poster. There is no option to print your poster at the venue.
- ❖ All posters must be set up in the time allotted before the session, and must remain up until the session ends. Presenters are to remain by their poster during the entire time of the assigned session time, to answer questions and be evaluated by poster judges. After the session ends, posters and materials should be promptly removed.
- ❖ Presenters are encouraged to be present during the listed poster viewing time, but **MUST** be present at the ----- p.m. viewing session. Student poster award winners will be announced in the General Session on **14th September 2025** with other awards.
- ❖ Your poster should be self-explanatory. Poster presenters are free to supplement and discuss particular points raised by viewers. The poster session offers the perfect opportunity for informal discussion.

## ABSTRACTS STRUCTURE:

- ❖ Abstracts must be submitted in ENGLISH.
- ❖ The size of the abstract is limited to 300 words [exclusive of title and author names]
- ❖ The abstract's title is limited to 25 words.
- ❖ No tables or figures should be submitted in the abstract.
- ❖ Presented work must be original and must not have been published or presented at any other meeting.
- ❖ Abstracts should be structured using the following subheadings.  
For original research work: - Objectives, Methods, Results, Conclusions.  
Case report: - Introduction, Case Report, Discussion
- ❖ Abbreviations may be used after defining them first.
- ❖ Abstracts should have expected scientific merit.
- ❖ 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.
- ❖ If you have difficulty or questions regarding the submission process, please contact the office Via email at : [dibpresidentconf@gmail.com](mailto:dibpresidentconf@gmail.com). Subject of email should be - **ABSTRACT FOR FOGSI PRESIDENTIAL CONFERENCE**
- ❖ Conflict of interests: authors and co-authors must declare any financial or other interests with a company in connection with the work presented.
- ❖ Abstracts must be received by the announced deadline. Abstracts received after the deadline **31st July 2025** will not be considered.
- ❖ 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.
- ❖ The scientific committee reserves the right to accept or reject an abstract.