**Abstract submission policy**

**Policy**

It is IPEM's policy to accept submission of abstracts from any interested parties. As long as the correct submission procedure is followed as stated below, all submitted abstracts will be sent to the identified referees for consideration.

Abstracts will be refereed blind to ensure that there is no bias and at least 2 referees will score each one.

**Procedure for submission**

All abstracts must be emailed to conferences@ipem.ac.uk before midnight on the day of the abstract deadline. Abstracts submitted late, or direct to the referees or programme lead will not be accepted. The email must have the conference title in the subject line.

By submitting an abstract you have agreed to the terms and conditions as set out below:

- You grant IPEM a non–exclusive right to publish, reproduce, distribute, display and store the abstract worldwide in all forms (including on the Institute's website), formats and media now known or as developed in the future, including print, electronic and digital forms. You will retain copyright of your abstract, in addition to the moral rights you are entitled to as author of the abstract.
- The author is responsible for the accuracy of the abstract.
- All authors presenting at the Conference must register and pay to attend.
- If the author(s) have any commercial interests or associations that might pose a conflict of interest regarding this submission, they must be declared. If accepted for presentation, the commercial interest or association must be declared on the title slide or the slide immediately following the title slide.
- You give us permission to film or photograph your presentation at the Conference, which may be used on the IPEM website. Please state in your submitting email if you do not wish us to film or photograph your presentation.
- You confirm that the submission has been approved by all authors.
- At least one author will be available to present the abstract if selected for the programme.
- All abstracts must be submitted in the following format.
- Abstracts must use the IPEM Abstract Template and be no longer than 1 page of A4 with single line spacing.
- Abstracts must be in Word format.
- Abstracts should state briefly and clearly the purpose, methods, results and conclusions of the work.
    Aims and/or Background: Clearly state the purpose of the abstract
    Methods: Describe your selection of observations or experimental

subjects clearly

     Results: Present your results in a logical sequence in text, tables and illustrations - if results are not included, your abstract may not be considered

     Discussion around results (if applicable)

     Conclusion: Clearly state the conclusion of your study.

- Please ensure that you check your abstract carefully before submitting to ensure it is the final version. Changes will not be permitted once the abstract has been submitted.
- You will receive an email acknowledging receipt of your abstract within one week of submission. Your abstract will be forwarded to the programme lead for refereeing, and you will be notified approximately 3 weeks after the deadline whether your abstract has been accepted for presentation.

**Procedure for refereeing**

- All abstracts will be refereed by at least two people, one of whom is normally the programme lead.
- Abstracts that are sent direct to the programme lead will be rejected.
- Abstracts will be uploaded to the relevant webspace or emailed to the referees with all contact details removed. A spreadsheet will also be emailed which needs completing with the scores from both referees.
- It is usual that any abstract scoring 3 or below would only be accepted for a poster. Any abstract scoring 2 or below would be rejected.
- Occasionally there may be a second call for abstracts which would follow the same procedure as above.