

Guidelines for Submitting an Abstract to CelebrateLAB® West Africa 2024 Conference

Abstract submissions are peer-reviewed for scientific content and current relevance to the clinical, public health, scientific, and laboratory medicine community.

ABSTRACT FORMAT

Abstracts should be submitted in English. All abstracts must be submitted through the online submission platform. Abstract text can be pasted and submitted via online text box or uploaded as a separate file onto the CelebrateLab website.

Figures and tables may **not** be included as part of the abstract. Font for all abstracts should be Arial, size 12 with 1.5 line spacing. The abstract body is limited to 300 words and should follow the format outlined below.

- **Title:** Highlight primary abstract content and avoid abbreviations. (Maximum length: 50 words)
- **Authors:** Authors' names should be listed using both first (given) name and last (family) surname. The lead author's name should be underlined and the presenting author designated (**). (Maximum number of authors: 10)
- **Affiliations:** List the institution, address (include e-mail address), and country for each author.
- **Background:** Describe the knowledge and/or experiential gap presented by the work.
- **Methods:** Describe the experimental method(s) used (e.g. descriptive, analytical, cross-sectional, etc.).
- **Results:** Summarize the most important results.
- **Conclusions:** Summarise key findings from the results and their application to public health and laboratory medicine.

Regular abstract submissions opened **now** and closes **March 15, 2024**.

Abstract submissions will be peer-reviewed by the Scientific Program Committee and a panel of ad hoc reviewers; acceptance is based upon the quality of the abstract and significance of the findings. Poorly written abstracts that lack required information may be rejected. It is the author's responsibility to submit a correct abstract. All errors will be reproduced as typed by the author.

NOTIFICATION AND CORRESPONDENCE

A confirmation email with your submitted abstract number will be sent to the primary contact once an abstract has been submitted. In order to receive this important communication, please ensure that emails sent from abstracts@celebratelab.org are not considered as spam by your email provider. Authors should also print and keep a copy of the receipt screen on the website as verification of receipt. **Abstract acceptance/rejection will be e-mailed to the primary contact listed on the abstract by the early of April 2024.** It is the responsibility of the primary contact to inform co-authors about an abstract's acceptance/rejection.

POLICIES FOR ABSTRACT SUBMISSION

Publication of Abstracts

Accepted abstracts will be released publicly on the conference web portals. The submitting author confirms that all abstract information is correct and that submission constitutes the author's consent to publication.

Copyright and Webcast Policy

By submitting an abstract, authors transfer any copyright and grant permission to **CelebrateLAB®** to audio/video record oral presentations for conference webcasts.

Plagiarism

All abstracts are screened for plagiarism and when identified, the abstract and any other abstracts by the same author will be rejected.

Ethical Research Declaration

The conference only supports research that has been conducted according to the protocol approved by institutional or local ethics review boards.

Conference Embargo Policy

All conference abstracts are released to delegates under a strict embargo policy. A detailed breakdown of the embargo variations for different types of abstracts is available below.

1. By delegates: Information about accepted oral abstracts may not be published or presented before the start of the session at **CelebrateLAB®** West Africa 2024 in which the abstract is being presented.

POSTERS AND ORAL ABSTRACTS

Please identify preference for poster or oral abstract. Decisions made by the Scientific Programme Committee will be final. Abstracts accepted for oral presentations should be presented in English.

Poster Exhibit

Posters should focus on:

- Hypothesis or objective of a scientific research study
- Methods
- Results or outcomes

Design and Poster Layout Specifications

The entire poster must be mounted on a 40" x 52" board. The poster does not necessarily have to fill the entire working area. Posters should be constructed of material suitable for application onto a cork board. Bring pushpins or thumbtacks for mounting the materials. Only posters may be presented. Audiovisuals such as slides and videotapes will not be accepted as part of the presentation. Each side of the cork display board will accommodate one presentation and stand at a total height of eight feet.

Make it obvious to the viewer how to progressively view the poster. Generally, the poster should read from left to right, and top to bottom. Numbering the individual panels, or connecting them with arrows will be helpful. Prepare and bring to the conference everything needed for the display—figures, tables, diagrams, equations, etc.

A banner displaying your poster title, name, and affiliation should be positioned top-center on the board. Leave some open space in the design. An open layout is less tiring to the eye and mind. The board must be oriented in the "landscape" position (long dimension horizontal).

Lettering and Text

Each poster will be assigned a number that should be displayed on the top right corner. Text should be readable from five feet away. Title lettering should be all capital letters with at least 70-point font. Poster body lettering should use a minimum size of 18-point font. Font size on charts, drawings, and illustrations should be similar to slides. Word-process all text (including captions). Print on plain white paper with a laser printer or inkjet printer. Keep the text brief. Blocks of text should not exceed three paragraphs.

Use text to:

- A. Introduce the study (what hypothesis was tested or what problem was investigated? why was the study worth doing?);
- B. Explain visuals and direct viewers' attention to significant data trends and relationships portrayed in the visuals;

C. State and explain the interpretations that follow from the data. In many cases, conclusions can be summarized in a bullet-point list.

Depending upon the stage or nature of your project, the text could also include sections on future research plans or questions for discussion with viewers. Cite and reference any sources of information other than your own, just as you would do with a research paper. The "References Cited" section is placed at the end of the poster.

Visuals

Present numerical data in the form of graphs, rather than tables, KEEP IT SIMPLE. Visuals should be simple and bold. Leave out or remove any unnecessary details. Make sure that any visual can "stand alone" (i.e., graph axes are properly labeled, maps have north arrows and distance scales, symbols are explained, etc.). Make sure that the text and the visuals are integrated. Figures should be numbered consecutively according to the order in which they are first mentioned in the text.

Oral Abstracts

Oral abstract presenters via zoom will be assigned a presentation day and time by email. Presenter will receive link for their presentation. Presenters will have 10 minutes to present their abstracts and await questions from the audience.