

# 7<sup>th</sup> Guangdong-Hong Kong & 1<sup>st</sup> Guangdong-Hong Kong-Chongqing-Shanghai Paediatric Exchange Meeting

28 June 2008 Hong Kong

Lim Por Yen Lecture Theatre, Hong Kong Academy of Medicine Jockey Club Building

## Official Abstract Form

(Please complete this form in BLOCK or TYPE SCRIPT letters. Please give a ✓ in the appropriate box. Photocopy of this form is acceptable. **Only poster presentation is available at this meeting**)

### Presenting author

Title:  Prof.  Dr.  Mr.  Mrs.  Ms.

Last name: \_\_\_\_\_ | Initials: \_\_\_\_\_

Institution: \_\_\_\_\_

\_\_\_\_\_

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Telephone \_\_\_\_\_ | Fax \_\_\_\_\_

Email: \_\_\_\_\_ | \_\_\_\_\_

### Co-authors

To be listed (maximum 2) in the Authors Index in the Final Program

Last name: \_\_\_\_\_ | Initials: \_\_\_\_\_

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### Category

Please check the appropriate box for the category that best describes your abstract.

- Basic science
- Cardiology
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- General Paediatrics
- Gastroenterology
- Haematology and Oncology
- Infection and Immunology
- Intensive care medicine
- Neonatology
- Nephrology
- Neurology and Neuromuscular diseases
- Respiriology and Sleep medicine
- Others

(About 300 words excluding the title, name(s) of author(s), name of institution and the country of origin)

## **Abstract Submission Process**

### **Electronic submission instruction**

1. Electronic submission is the preferred method.
2. Deadline for submission is **28 April 2008**.

### **Paper submission instruction**

1. Abstracts may also be submitted on paper by mail to the congress secretariat.
2. Deadline for submission is **28 April 2008**.
3. The entire abstract should be typed or laser-printed within the space provided in the abstract form. .
4. A computer disk (either Macintosh or PC format) containing the text of the abstract must also be included. Label the disk with the name of contact author, the file name and the word processing program and version used.

### **Submission Regulations**

1. More than one abstract could be submitted but a separate submission form is required for each abstract.
2. Once submitted, abstracts will not be returned.
3. The Scientific Programme Committee reserves the right to edit the language content and publish the accepted abstracts in the official publications of the meeting.
4. There is no fee for abstract submission but presenting author selected for presentation must be registered for the meeting

### **Notification**

1. Authors who submitted abstract on paper will be acknowledged by mail. Authors who submitted via internet will be notified of receipt by email..
2. Notification of abstract acceptance will be sent to the presenter once accepted by the Scientific Committee via email followed by post not later than **14 June 2008**.
3. Only the presenting author will be notified of abstract acceptance.

### **Preparation of Abstracts**

1. All abstracts must be submitted and presented in English.
2. Type the abstract using the form overleaf in single-line spacing in Microsoft Word format (6.0 is preferred) using 12-point font of Times New Roman. (maximum 300 words ) Any abstract exceeds this limit will be automatically truncated.
3. Please type clearly within the frame, the title of the abstract in BOLD CAPITAL LETTERS, initial and last name of each author (do not include titles e.g. MD, PhD), name of the institution and country of origin on the top of the form, and underline the name of the presenting author. The author's name must be exactly the same in all abstracts when more than one abstract is submitted.
4. The abstract should contain summarized description of the following: a) Objective, b) Method, c) Results and d) Conclusion. Simple tables or graphs (in blank ink) may be included.
5. Standard abbreviations may be used. Special or unusual abbreviation must be placed in parentheses after the full word the first time it appears.

6. Non-proprietary (generic) drug names are preferred and should be written in small letters. Each time the proprietary name of a drug appears, the first letter should be capitalized.

### **Publication of abstracts**

Abstracts will be published in the meeting abstract book.

### **Congress Secretariat**

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