



Abstract Submission Guidelines

Thank you for your interest in the **5th Assembly of the International Motor Development Research Consortium**. To facilitate the submission process, please consider the following guidelines, information, tips, terms and deadlines mentioned.

In order for the abstracts to be evaluated by the Scientific Committee and be included in the Congress program, they should be submitted via the online platform and must be received by the deadline.

You can only submit your abstract by filling in the **Online Abstract Submission Form**. Abstracts received by fax, e-mail or post will **NOT** be accepted. No exceptions will be made.

Please read carefully the **Writing & Submission Instructions**, before the submission of the abstract:

- At the time of abstract submission, you do not have to be an IMDRC member or to have registered for the conference. Nevertheless, note that for its presentation:
 - At least one of the authors of each abstract has to be an IMDRC member
 - The presenter must be registered for the Conference
- No one can present more than twice
- Make sure the contact information you submit is correct as it will be used for further correspondence via email. Pay attention to the correct spelling of the authors' and institutions' names
- Abstract submission is necessary for the presentation of Oral and Poster Presentations
- You may elect either an Oral or Poster presentation or no preference. The Scientific Committee, based on conference programming, may need to change the selected oral or poster format
- All abstracts must be submitted and presented in English

The dates of the evaluation and acceptance of the abstracts will be announced on the website of the **5th IMDRC**, as well as newsletters, Twitter, and e-mails. You should check your e-mails and the Conference webpage regularly. All abstracts will be blind, peer-reviewed by members of the Scientific Committee.

If the submitted abstract does not adhere to the rules outlined here, it will be disqualified automatically.

With the submission of an abstract for IMDRC 2021, the submitting author:

- Accepts responsibility for the accuracy of the abstract and confirms that all authors are aware of the content before submission
- Agrees to be the contact person for all correspondence related to the abstract and to inform co-authors about its status
- Certifies that the information reported is for exclusive presentation in the session to which the abstract will be assigned if accepted
- The submitter certifies that all persons entered as co-authors on this abstract are aware that their names will appear in all publications
- The author/submitter affirms that the work submitted is original, except for excerpts from copyrighted works fully authorized by the copyright holders, and that all statements declared as facts are based on thorough examination and investigation for accurateness



No-Show Policy

If none of the authors of the abstract are present during the session in which it is assigned to be presented according to the program, the abstract will not be included in the Congress proceedings and will be withdrawn.

Withdrawal of an Abstract

If you want to withdraw an abstract that has already been submitted, please notify the Congress Secretariat as quickly as possible at imdrc5@artion.com.gr.

Preparation of your Abstract Word Document

1. The **Title** of your abstract should be in capital letters, brief up to 20 words, clearly indicates the content of the contribution.
2. **Authors:** Enter the authors' names in the order you wish them to be listed, separated by a comma.
3. The **Institution or Affiliation/Address** for each of the authors.
4. The **e-mail** of the first author (or the corresponding author). Please be very careful when you enter your e-mail, as it is the only means of communication between the Organizing Committee and the delegates.


Please pay extra attention when you fill in the Authors' data and personal information.

5. The Abstract is a summary of the content from the authors and should be:
 - within the specified word limits (max 400 words)
 - a whole paragraph
 - written based on appropriate grammatical and syntax rules.
6. The Abstract must NOT include:
 - Headings such as Introduction, Methods, Results, etc.
 - Tables, Charts, Functions, & Images
 - Bibliography Footnotes
 - Names, Institution Name and Address of the corresponding author inside the abstract written text
7. Use **Calibri 12-point font** for the Abstract.
8. If you would like for your abstract to be considered for the **Student Posters Competition**, please submit your Abstract to be presented only as a Poster and check the relevant box option in the Online Abstract Submission Form.



How to Submit your Abstract via the Online Submission Form

1. Click [here](#) and create a new account for the Congress.
2. To begin the submission process, you must first fill in your contact details, which is done on the **Contact Information** tab. After creating a contact, additional tabs will appear that will enable you to upload and submit your presentation.
3. Click on the Abstract Submission Button and the process will begin:
 - i. Insert the abstract **Title** in capital letters.
 - ii. Select the **Presentation Type** for your abstract (Oral, Poster, or No Preference). Click «**Continue**».
 - iii. In the next field, you will be requested to add the **Authors' details**, one by one and set the Presenter of the abstract. Click «**Continue**».
 - iv. Insert **ONLY** the **Abstract Body** either by filling in the text, or by copying & pasting the already existing file for blind, peer-review.
 - v. Next, upload the **full abstract document** in word format (.doc, .docx) for the Congress program. Note, that the Abstract should be written following the **Abstract template**. Click «**Continue**».
 - vi. If you a student and would like your abstract to be considered for the Student Posters Competition, please select your intention. Click «**Continue**».
 - vii. A summary of your completed submission will appear. Any sections that are still required to be completed for submission are noted in red. Click «**Continue**».
**You may save the draft of the abstract and continue later.*
 - viii. You must agree to the Terms and Conditions before you proceed. Click «**Submit**».
 - ix. Your abstract has then been submitted!

After submitting your abstract, you will receive a confirmation email immediately (please make sure to submit your correct email address!). Please, check your junk email folder if the notification email cannot be found in your inbox/received emails. The appearance of the "triangle" symbol  indicates that you can edit your submission until the system closes and the evaluation process begins.

ATTENTION: You are able to edit your submitted abstract by entering the online system, until the abstract deadline has concluded and the system closes. Your abstract will be saved only as a draft if you do not press the submit button. Abstracts that are in draft status after the deadline cannot be processed and therefore will not be considered for selection. Do not forget to click on the Submit button to validate your abstract submission.

Please note that your participation in the Congress and the presentation of your Oral or Poster will be certified by the electronic file of the Congress proceedings that will be posted on both the website and in the 2nd volume of the "International Motor Development Research" book after the completion of the Congress. In case you do not present your Oral presentation or your Poster on the day and at the time that is arranged by the Congress Program, your abstract will **NOT** be included in these publications.

For any special request you may always contact the Project Manager of the Congress, Ms. Kelly Angelaki, using the e-mail: imdrc5@artion.com.gr.

Good luck!!