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Guidelines**

General Guidelines

- Submission of the abstract for the 26th Annual HSC Scientific Poster Conference does not mean that the abstract will be automatically accepted and presented. All abstracts will be first reviewed.
- The review process is coordinated by Ms. Teena Sadan at the Center for Research Support and Conferences (CRC). The review is conducted by the Scientific Committee under a double-blind process; both authors and reviewers remain anonymous to each other.
- Authors or anybody who has conflict of interest cannot be selected to review the poster.
- Evaluation should be done considering the following factors:
 - Scientific merit and importance
 - Originality and novelty
 - Appropriateness of the methodology
 - Interpretation of results
 - Ethical compliance (see below)
 - Clarity and style of writing

Review Process

- Abstracts will be provided to reviewers as Microsoft Word documents or editable PDFs.
- Reviewers must provide comments and suggestions directly within the same document.
- The possible outcomes of the review are:
 - Accept
 - Request revision/modifications
 - Reject
- If revisions are requested, authors must resubmit the abstract with all changes clearly marked using the “Track Changes” feature in Microsoft Word.
- If the abstract is not modified according to the reviewers’ recommendations, or justifications for not implementing changes are inadequate, the abstract will be rejected.
- If an abstract is rejected by one reviewer, it will be assigned to a second independent reviewer for confirmation.
- Post-Review Process (for Award Applicants):
 - Upon acceptance, authors applying for award categories will be requested to submit a finalized e-poster in PDF format.
 - E-Posters will be evaluated by the Judging Committee, which will determine the winners in each award category.

Ethical Considerations

- All human or animal research must be approved by the appropriate ethical committee(s).
- A clear statement of ethical approval (or waiver, if applicable) must be included in the abstract.
- If abstracts/posters reveal patients' identity or photographs, a written consent must be provided.
- Abstracts lacking this statement will be rejected.