

ICNC2022 Abstract Submission Guidelines

The ICNC 2022 Scientific Program Committee are pleased to invite abstract submissions for the ICNC 2022, which will take place from 03 to 07 October in Antalya, Turkey. To find out more about submitting an abstract please familiarise yourself with the submission guidance and FAQs below. All abstract submissions should be made online at <https://icnapedia.org/abstracts>

Deadline for abstract submissions

The deadline to submit your abstract is Friday 01 April 2022, 23:59 (GMT). We cannot accept late submissions, abstract or author amendments after this date and time, so please ensure that you have submitted and double checked your submission within plenty of time.

Can I make an abstract submission?

You do not have to be an ICNA member to present a paper, poster, or to attend the congress. However, you may find it well worth joining the ICNA online. Membership will entitle you to a discount on the congress registration fee, online access to the premium content on ICNApedia and the ICNApedia newsletter.

We cannot consider abstracts which have previously been published in a scientific journal. Providing the abstract has not been published as part of a journal or other conference supplement we are happy to consider abstracts which have been presented to a substantially different audience. However, we won't be able to accept work which has previously been presented at a ICNA endorsed event or other conference with a similar target audience.

The ICNC will not be accepting encore abstracts. However adapted / repurposed presentations may be considered if the data has previously been presented to a distinctly different audience in line with Good Publication Practice for Communicating Company-Sponsored Medical Research: GPP3

Case reports/case studies/case series are considered for the ICNC2022.

You do not need to be a paediatric neurologist to submit an abstract to the RCPCH Conference and we encourage relevant submissions across all disciplines from nursing to medical students. Student submissions would be eligible to be considered for the best presentation / poster prize.

The definition of a "Student" for the purpose of registration for ICNC2022 is any one of the following:

1. An undergraduate, graduate or medical student at an internationally recognized university or college.
2. A resident who is in training at an accredited or internationally recognized university/hospital training program.

3. A postdoctoral student who has completed an MD and/or PhD who is currently under the supervision of mentor (or advisor) for the purpose of acquiring additional training in the field of neuroscience.
4. A postdoctoral fellow, who has completed a basic neurosurgery, neurology (or equivalent) residency and who now is gaining additional training in the field of child neurology.

How do I make an abstract submission?

All abstracts should be submitted using the online portal at <https://icnapedia.org/abstracts>. You will be required to create a password to create an account. You will then be able to view and amend all of your submissions up until the submission deadline (01 April 2022).

It is not a requirement to register for the Conference prior to submitting an abstract. However, if the abstract is accepted, the presenting author must register by the given deadline on the submission portal. Your abstracts will be removed from the programme and abstracts book if you have not registered by then.

How should I prepare my abstract?

Abstracts should state briefly and clearly the objectives, methods, results and conclusions of the work. The maximum word count is 250 words.

When submitting your abstract, you will be asked to divide your work into four sections (if it applies to your submission):

Objectives: 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 and simple tables – if results are not included, your abstract will not be considered

Conclusion: Clearly state the conclusion of your study

A “blind” selection process will be used by the review committee when they are reviewing abstracts. Therefore, please do not include any author names or any other clear identifying information in the title or text of the abstract itself. You will be asked to submit the names of authors and their affiliations separately during the submission process. The title of your abstract should be as brief as possible (maximum of 20 words) but long enough to clearly indicate the nature of the study.

Formatting, tables and images

If you have tables images or graphs you wish to include as part of your submission these will need to be uploaded as a word document (.doc / .docx file). Other file uploads are not permitted. A maximum of one document is allowed. The word document should only contain supplementary information and not the main abstract content.

All supplementary information must be clearly cited within your abstract (eg Figure 1, Figure 2, Table 1, Table 2). Failure to clearly cite your images / tables may mean that they are not included properly in your final submission and any possible publication.

Consent

Provided that the abstract doesn't contain patient identifiable information, we do not need to see a patient/parent consent form. It is important however to bear in mind that identifiable does not just refer to a patient's name but could also be related to a specific condition, region or hospital. So please do be aware of this when submitting your abstract. By submitting your abstract, you consent to the collection and use of your personal information, including receiving emails, consistent with the Privacy Policy. You confirm that you have also obtained the consent of all other individuals whose information you provide.

Citations and author listings

When listing author names full names are preferred, because if only initials are used this can cause confusion if authors have common last names. You must also include an affiliation for each author (including country).

When submitting your abstract, you will be asked to provide the name, affiliation, and email address of any co-authors. Please ensure that you have gained their full consent and made them aware prior to adding their details to the submission. All listed authors will then receive an email receipt of the submission for their records. You will also be asked to indicate one 'corresponding author' for the abstract and this person will be the main point of contact for all future communications. You will also be able to indicate who will be the 'presenting' author. You should also indicate the role of the contributing author. Please ensure that you have double checked your author listings prior to the submission deadline (01 April 2022). You will not be able to amend or add additional authors after this point.

Can I submit multiple abstracts?

Yes, you can submit as many abstracts as you wish.

If my abstract is accepted, what format will I present it in?

At the time of submission, you will be asked to select your preference for either a poster or an oral presentation. If your abstract is accepted, the Scientific Program Committee will decide which format it will take and will take into consideration your preference where appropriate and possible.

When will I find out if my abstract has been accepted?

Authors will be notified in May 2022 whether their abstract has been accepted. We are not able to provide updates on your submission before then.

My abstract does not fit in with any of the topic categories listed. Am I still able to submit?

If you do not feel that your abstract would be relevant to any of the sub-specialty and special interest topic categories listed on our 'submissions' page, we will unfortunately not be able to accept your submission.

Will my abstract be published?

Yes. All abstracts which are accepted and subsequently presented will be published in the Conference supplement of the online version of the Journal of the International Child

Neurology Association (JICNA). By submitting your abstract for presentation and publication you are agreeing to the terms of the JICNA conference abstract licence agreement. We recommend that you review this licence prior to submitting your abstract. You will be asked to provide consent for this at the time of submission.

How will my abstract be reviewed?

All abstracts will be reviewed by a minimum of two reviewers within the sub-specialty topic category you submitted your abstract to. A “blind” selection process will be used by reviewers. Once all reviews have been completed, a copy of scores, along with author names will be sent to the committee chairs who will make the final decision on the outcome of each abstract in their topic category, based on the scoring of their nominated reviewers.

Reviewers are given a set of scoring criteria to follow, to ensure that scoring is consistent across the different sub-specialty topic categories. All reviewers will be given the opportunity to nominate one abstract from their category which they feel would be suitable for the best submission prize.

Amending or withdrawing a submission

Please ensure that you check your abstract carefully before submitting to ensure it is the final version. If you need any changes to be made once you have submitted, you can log in to your account to do this yourself up until 23:59 GMT, Friday 01 April 2022. You can access your account and view your submissions.

We will not be able to make any changes to your abstract or author citations/affiliations after abstract submission closes on Friday, 01 April 2022 so please double check that everything is correct and final before this date. If you wish to withdraw an abstract you can do this yourself by logging into your submissions account.

If you need to withdraw your abstract after Friday 01 April 2022 you can do this by contacting abstracts@icnapedia.org clearly indicating in your subject line "Request to withdraw abstract". Please always quote your full abstract title and abstract ID number in any communications with us, as this will help us locate your submission efficiently. If the abstract is accepted, the presenting author must register by the given deadline on the submission portal. Your abstracts will be removed from the programme and abstracts book if you have not registered by then.

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ICNA <https://icnapedia.org>