

## Checklist

Section	Lead question	Guidelines	Checklist	Done
Conference	What is the scope of the conference?	See conference description (or previous conference programme).	Broad theme Narrow focus	
Abstract	Do I have data to present that is of interest?	See description of conference scope and, if available, abstract selection criteria	Novel Original Innovative	
	What are the specified abstract guidelines?	See abstract submission guidelines	Word limit = Structured = Yes/No Graph/ Table= Yes/No	
Category	Into which category should my abstract be entered?	See abstract submission guidelines on specified tracks.	Track or category=	
Authors	Who are the authors and who is the presenting author??	Check author requirements.  Contact co-authors early to request information.  All authors need to have read and approved the final version.	Full names Affiliations Agreements - approved abstract - copyright form	
Title	What was my work about in one sentence?	See abstract submission guidelines.  Choose a short, specific, representative and informative title.	Word limit = Organism/ Population Methodology Setting/ Location Topic/ Outcome	
Introduction	What was the context of my work?  What was the problem or question I addressed?	Give the readers enough information to follow why and exactly what your aim was.  Take into consideration the breadth of the conference to tailor your introduction to a general or specialist audience.	Background/ Problem Research question	
Methods	What has been done, how, where and when?	Include sufficient information to allow readers to follow how you performed your study and analyzed your data.	Study design Cohort, setting Statistical analyses Criteria employed No results	
Results	What were the findings of the study?	Summarize the key data obtained.	Specific data (n=) Demographics Statistical results Answer to research question	

## Checklist continued

Section	Lead question	Guidelines	Checklist	Done
Conclusions	<p>What was the main conclusion of my work?</p> <p>How is my conclusion relevant?</p>	<p>Relate your conclusion to the research question that you attempted to address.</p> <p>Conclude with a broader view on your data, recommendations and further research suggestions.</p>	<p>Based on results</p> <p>Specific (not obvious or over-generalized)</p> <p>Significance, implication, applicability, transferability</p> <p>Future work</p>	
Figures/ Tables	Can some of the data be better presented in a table or graph?	<p>Abstract submission guidelines.</p> <p>Ensure the table or figure is easily interpretable.</p> <p>Use only if data can be more concisely or informatively be presented this way.</p>	<p>Maximum number/ word limit count=</p> <p>Legible</p> <p>Stand-alone</p>	
Keywords	Do I need to provide keywords with my abstract?	<p>See abstract submission guidelines.</p> <p>Choose specific words that reflect the content of your abstract.</p>	<p>Maximum number=</p> <p>Organism/ population</p> <p>Setting/ location</p> <p>Objective/ outcome</p>	