

SCIENTIFIC PAPERS FOR ANNUAL CONFERENCE OF UAK (UAKON) ABSTRACT SUBMISSION PROCESS AND INSTRUCTIONS TO AUTHORS

Abstracts (in prescribed format) are invited for the Annual Conferences of UAK for presentation in one of the following sessions

Podium session

Video session

Poster session

Ideas and Innovations (Optional)

Black Pearls (Optional)

Clinico Pathological Conference (CPC) (Optional)

GENERAL INSTRUCTIONS

The scientific paper should fit into any one of the following categories that most closely describes the material for presentation which should be indicated at the appropriate column in the Abstract Submission Template.

1. Basic Sciences
2. Adrenal Diseases
3. Congenital Diseases
4. Infections
5. Urolithiasis
6. Benign Prostatic Hyperplasia
7. Uro-Oncology
8. Andrology
9. Neuro-Urology
10. Renal Transplantation

11. Paediatric Urology
12. Female Urology
13. Reconstructive Urology
14. Endo-Urology
15. Laparoscopic Urology
16. Miscellaneous

All abstracts should be original, unpublished work of the authors, with all listed authors (maximum six) having significant contribution to the completion of work. The scientific material included in the paper should not have been presented in any other conferences and an undertaking in this regard should be signed and submitted along with the abstract. Abstracts for any type of presentation must follow the prescribed guidelines and should be submitted in the prescribed format available in UAK website, www.uakonline.com. The Abstract Submission Template can also be downloaded from this website

Submission of an abstract constitutes the author's commitment to present the work if accepted. All expenses associated with preparation and presentation of scientific matter should be borne by the author/presenter.

Video presentation should be on a particular technique or method.

All case reports should be presented as Posters.

The first author should be the presenter, he/she should have registered for the Conference and should be a member of UAK/applied for membership before 30th June.

Abstracts of the accepted paper will be printed in the Abstract Book by photo-prints. Therefore, authors must ensure error free text.

Abstracts not following the guidelines will be rejected.

The last date of submission of abstracts is 30th June.

The results of the acceptance of the papers will be intimated by 31st July.

Scientific papers will not be shifted from one presentation type to another.

One first author can submit and present a maximum of two scientific papers only for the entire conference.

Members who fail to present paper after accepting, will be debarred from presentation for the next one year. Papers should not be repeated in different formats like Podium/Poster /Video.

All papers will be reviewed by a panel of reviewers before being accepted.

Notification of acceptance/rejection of abstracts and further details on presentation will be intimated to the corresponding authors sufficiently ahead of Conference.

FILLING UP OF ABSTRACT FORMS AND SUBMISSION

Scientific papers for presentation during UAKON should be submitted through Microsoft Conference Management Tool (CMT) program or any similar online program intimated by the Hon. Secretary prior to invitation for scientific papers. Alternately the scientific committee may adopt any form of abstract submission, notified in the website and the authors are requested to follow the guidelines mentioned for the same.

Please fill up the necessary details in respective fields in the Abstract Submission Page.

Abstracts generally should have the following style

Title

The title should be brief and explanatory.

The title should be entered in capital letters, 12 point size in Times New Roman type. Abbreviations should not be used and the title should not be center aligned.

Authors

Details of authors should be entered in the respective columns.

Capital letters should not be used for listing author's names.

The first author should be the presenter, he/she should have registered for the Conference and should be a member of UAK/applied for membership before 30th June.

Institution, City, State, Country

This should be typed in the respective columns.

The main institution where the work has been conducted, should be listed. In case of multi centre involvement, name of the primary institution, where work was conducted should be entered.

Structured Abstract

The structured abstract should not exceed 400 words (approx. 25 lines).

The abstract should be informative and specific.

The body must contain four separate paragraphs each preceded by the heading namely

a) Introduction and Objective b) Methods c) Results d) Conclusions.

Standard abbreviations may be used but must be written in full at first use. Proprietary names of drugs are not allowed.

Justification style of paragraph design should be used.

Only Times New Roman font of 10 point type size should be used.

The text should be typed in single space without indenting paragraphs.

One line should be left between paragraphs and abstract headings.

ADDITIONAL INFORMATIONS FOR PRESENTATION OF PAPERS IN THE IDEAS/INNOVATIONS, CPC AND BLACK PEARLS SESSIONS

The above format should be followed in general. However the style may be altered in the body of the text, to suit the paper.

Only one Idea/Innovation should be included in one paper. The paper should be specific and generalisation should be avoided. Scientific results of studies after implementation of these Ideas/Innovations should also be presented. The Ideas/Innovations should be genuine and should not be just minor modifications of existing systems.

For CPC, the detailed case history, physical findings and relevant investigations may be separately sent to the Hon. Secretary before the specified date as per the guidelines given elsewhere. Once accepted, detailed investigation reports may also have to be submitted to be forwarded by the Hon. Secretary to the Discussant of the case during Conference.

INSTRUCTIONS FOR PRESENTATION OF SCIENTIFIC PAPERS DURING UAKON

GENERAL INSTRUCTIONS

The papers submitted for UAKON will be peer reviewed and the referees' comments/marks will be available in the Author's Console of CMT or similar online paper submission system. Alternately the scientific committee may adopt any form of abstract submission, notified in the website; the marks and comments obtained by the authors after evaluation in such situations will be not be intimated to all. Based on the marks, papers will be selected for presentation in the respective categories. The best six papers in the Podium and Video category will be included in the Prize Session. The presenting author (first author) should be a member of UAK and should have registered for the Conference. Papers submitted by non-members will be rejected. Any change of presenter/session/sequence of presentation will not be permissible during the conference. A maximum of only two papers are allowed per presenter during the entire proceedings of the conference – any additional papers submitted by the same presenter will be rejected. The duration of presentation will vary slightly each year and will be notified separately by the Secretary.

The detailed scientific program and the abstracts of papers accepted for presentation will be available in the UAK website. The papers can be tracked by the original ID number the author would have received when he/she submitted the paper through CMT or similar submission system.

SPECIFIC INSTRUCTIONS

PODIUM SESSION PRESENTATION

The scientific material should be as power-point presentation. Presentation should be prepared in Microsoft PowerPoint

There will be provision only for single projection.

Only CDs and Pen Drives (preferably CDs) will be allowed for submission for presentation. Video tapes will not be accepted.

It is ideal not to have video clippings embedded in the presentations in Podium Sessions. For Video clippings to run from Powerpoint presentation, it should be made sure that the Video clipping is linked to the same CD.

There will be three timer lights shown on the projection screens. Green light will be on for upto one minute from the maximum stipulated time for presentation. This will be followed by yellow light for one more minute. After this, the red light will come on. 15 seconds later, the microphone will stop functioning.

The duration for Podium Presentation is 6 minutes (5 minutes of green light and 1 minute of yellow light duration) + 2 minutes of discussion.

Personal Laptops of the presenter will not be allowed for presentation since this causes unnecessary wastage of time for setting up the laptops. The material should be transferred from personal Laptops to the computers in the preview room before presentation and assured that the presentation runs well.

All materials should be submitted to the Preview Room on the previous day between 10 AM and 4 PM. Only materials submitted at the Preview Room will be permitted to be presented in the hall.

Practicing or rehearsing of presentation during submission of material at the Preview Room will not be allowed.

VIDEO SESSION PRESENTATION

The instructions for presentation of papers in Video Sessions are the same as above. The duration of presentation is 6 minutes (5 minutes of green light and 1 minute of yellow light duration) + 2 minutes of discussion. Video tapes will not be accepted.

PRIZE PAPER SESSION PRESENTATION (PODIUM & VIDEO)

The instructions are the same as given in the respective session presentations. However please note that the duration of presentation is usually 8 minutes (7 minutes of green light and 1 minute of yellow light duration) + 4 minutes of discussion for both categories. The full paper of the presentations should be the sent to Hon. Secretary of UAK by email before 15 August, which also carries marks in the final judgement of the paper. Any comments made by any member of the institution from where the paper has been submitted during discussion will lead to disqualification of the paper for considering for prize.

POSTER SESSION PRESENTATION

The Poster Sessions can be Moderated Poster Session or Unmoderated Poster Session. Only E-Posters are permitted during the Conference. Each Poster should be prepared as Landscape in PDF format or as power