

## **Guidelines for Registration & Abstract Submission**

### **Registration**

- (1) The Annual Scientific Meeting of HKSEMR is open to all members and non-members. Advance registration is required and should be done before 11<sup>th</sup> November 2016.
- (2) Registration is free. Please register at <http://www.medionline.hk/11202016/registration>  
Alternatively, registration form can be sent to [hksemr@medionline.com.hk](mailto:hksemr@medionline.com.hk)

### **Abstract Submission**

- (1) Submission of abstracts on both basic and clinical research in the fields of endocrinology, metabolism and reproduction for presentation at the meeting is welcomed.
- (2) Please indicate at the time of abstract submission with the following information: (i) name of the presenter, (ii) email address and (iii) wish to be considered for awards. Abstracts should be addressed to Dr. Wong Tin Wai (Clinical) or Dr. Philip Chiu (Basic Science) by email ([tinwister@gmail.com](mailto:tinwister@gmail.com) (Clinical) or [pchiucn@hku.hk](mailto:pchiucn@hku.hk) (Basic Science)).
- (3) Presenters who would like to be considered for the presentation awards need to be a paid-up member of the Society for at least one year.
- (4) The deadline for abstract submission is 21<sup>st</sup> September 2016. Notification of acceptance will be sent to the corresponding authors after 15<sup>th</sup> October 2016 with the instructions for oral presentation and poster preparation.

### **Format of Abstract Preparation**

- (1) Abstract should be type-written and justified on both sides using Times New Roman with a font size of 12. The abstract should be typed within the box (15cm x 20cm) provided in the abstract submission form. The abstract should not exceed 300 words. The margins for page setup in A4 paper in Microsoft Word format are: Top 5cm, Bottom 5cm, Left 3cm, Right 3cm, Gutter 0cm, Header 0cm, Footer 0cm.
- (2) The title of the abstract should be bold capital letters, name of the authors in bold, italic, capital and small letters, institution/affiliation in bold, italic, capital and small letters, and the main text of the abstract (including acknowledgements of funding support) in capital and small letters.