



## ABSTRACT REQUIREMENTS

1. Abstract submission opens on **2 November 2020** and closes on **10 January 2021** at 23:59 EET (GMT+2).
2. All abstracts must be submitted in English by filling out the **abstract submission form** in *MS Word* format and e-mailing it to [medconference@lu.lv](mailto:medconference@lu.lv) with the subject heading "Abstract 2021".
3. Abstracts in the fields of medicine and health sciences may be submitted (according to the regulations of the Cabinet of Ministers<sup>1</sup>):
  - a. basic medical science, including pharmacy,
  - b. clinical medicine,
  - c. health and sports medicine,
  - d. medical biotechnology,
  - e. other fields of medicine and the health sciences, including forensic science.
4. Abstracts must contain original material. Material presented elsewhere within the last year (as of **2 November 2020**) may be submitted, unless already published in the proceedings of scientific conferences of the University of Latvia, Riga Stradins University or another Latvian university.
5. Abstracts on individual case reports and literature reviews will not be accepted.
6. Authors are responsible for the content of their abstracts. All material must be the original work of the authors.
7. Abstracts must be submitted by filling out the submission form, where the presenting author confirms that all the listed authors have approved the abstract. After submission, the abstract cannot be edited.
8. The presenting author should be indicated at submission. It is not required for the presenting author to be the first one. Any of the authors can be the presenting author.
9. Abstract submission obligates the presenting author to be present at the conference (virtual participation is accepted in 2021). In case of non-attendance authors will be denied participation in future events.
10. Students submitting abstracts must have at least one co-author (academic personnel, researcher or certified professional) with experience in the respective field.
11. Review of abstracts:
  - 11.1. Abstracts are reviewed by editors approved by the Scientific Committee;
  - 11.2. If an abstract is rejected, the organizers are not obliged to explain the reasons for rejection. In select cases, the editor may permit the corresponding author to correct and resubmit the abstract. The editor may choose to give more detailed information on the necessary changes. The editor is not responsible for making any corrections (including language and grammar) in the abstracts.
  - 11.3. Upon submission, the author can indicate the preferred presentation format (oral or e-poster).

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<sup>1</sup> Regulations on the Scientific Fields and Subfields in Latvia. Cabinet of Ministers, Republic of Latvia.  
<https://likumi.lv/doc.php?id=296661>

- 11.4. The Organizing Committee makes the final decision on the presentation format and may change it.
  - 11.5. The corresponding author will be informed of the final decision (abstract accepted or not accepted and the presentation format) by **8 February 2021**.
  - 11.6. The corresponding author is responsible for informing co-authors on decisions regarding the abstract;
  - 11.7. Abstracts that do not fulfil the requirements or are submitted after the submission deadline will not be accepted.
12. Formatting requirements
- 12.1. Abstracts must be drafted in *Times New Roman* font with single line spacing (Single). Spacing between paragraphs should be 6pt (Paragraph → Spacing → After 6pt).
  - 12.2. Words not in English must be italicised (*Italic*).
  - 12.3. The use of commercial drug names is forbidden; authors should use international non-proprietary or generic drug names (active substance).
  - 12.4. The abstract should contain the following (all headings in bold) in the following order (see submission form):
    - a. Title: a maximum of 200 characters typed in sentence case letters, bold font, font size 14.
    - b. Authors: surname, name (in italic, presenting author in bold, font size 12), affiliation number (in superscript without spaces after the surname);
    - c. Affiliations (italic, font size 10): name of the institution, city, country;
    - d. Background
    - e. Aim
    - f. Methods
    - g. Results
    - h. Conclusions
    - i. Acknowledgements (including conflicts of interest, funding)
  - 12.5. The maximum word count cannot exceed 400 (counting the following sections: Background, Aim, Methods, Results, Conclusions, Acknowledgements).
  - 12.6. No more than one table may be included in the abstract (table format must not exceed 5x5). If a table is included, the total word count should be reduced to 375.
13. Requirements for accepted presentations:
- 13.1. Oral presentations: 7 minutes for presenting + 3 minutes for discussion.
  - 13.2. The format of e-posters will be announced at a later stage.
14. Should any questions arise, please contact us by email at [medconference@lu.lv](mailto:medconference@lu.lv).