

Abstract Submission Process

User Profile

Before submitting an abstract, the submitter must create a User Profile via the link below:

<https://ihfsummit.ir/UserProfile/Articles/Article?eventId=2>

There is no limit to the number of abstract submissions.

The final deadline to submit the abstract(s) is 5 November 2024. Abstracts will not be able to be submitted online after this date. The submitting author will receive notification of acceptance by 2 weeks after submission. After the confirmation of acceptance of your abstract, registration to the Summit would happen at the Summit venue for free. Deadline for abstract confirmation of acceptance for Poster and presenter registration is by 2 weeks after submission.

Important Dates

| | |
|--|-----------------------------|
| Registration and abstract submission open | 31 August 2024 |
| Abstract submission deadline | 5 November 2024 |
| Communication to submitter (approved/rejected/pending abstracts) | By 2 weeks after submission |
| Final referee judgment (Poster) | 20 November 2024 |

Abstract Guidelines

All abstracts must be submitted electronically as a single word document (including text, figures and tables) through the Summit abstract submission website in link below:

<https://ihfsummit.ir/UserProfile/Articles/Article?eventId=2>

- Abstracts will be accepted in English only.
- There is no fee for submitting an abstract.
- There are no limitations on the number of abstracts that an individual can submit.
- The abstract text body is limited to 2,500 characters (Approx. 500 words) including spaces. A maximum of three figures/images or tables (in JPG, GIF, or PNG with ideally 600 dpi) can be included. These will not count toward the word limit, nor will the information about authors, institutions and study groups. File size of 2 MB maximum for each figure.
- Tables: Do not insert tables into the body of the abstracts.
- Abstracts will also be posted prior to the Congress on the detailed program of the Congress website.

- Ensure that all co-authors approve of the abstract submission, publication, and potential presentation. Abstracts cannot be changed or withdrawn after 5 November 2024. Once the abstract has been scored by reviewers, no change in the body of the abstract will be accepted.

Abstract Structure

All abstracts should be formatted into the following four sections:

- **Introduction:** Clarifies the motivation for the research presented.
- **Materials and Methods:** Provides sufficient detail for others to reproduce what is studied in the research project.
- **Results:** Presents the results.
- **Conclusion:** Presents the outcome of the work by interpreting the findings and by relating these findings to the motivation stated in the Introduction. Explain the significance of your findings / outcomes and future implications of the results.

Abstract review and selection process

Primary abstract review

- Primary review of the abstract and communication to the submitter will be performed during two weeks after the abstract submission.
- The result of the primary review will be announced as:
1-Approved, 2-Rejected, 3-Pending
- In case submitters receive a “pending” result, they must implement the expected modifications and submit the abstract to the website in two weeks. They will be informed of the final result as: 1-Final approval, 2-Final rejection, in two weeks.

Final Abstract Review

- All submitted abstracts will go through a blinded peer-review process carried out by review committee.
- All abstracts will be reviewed (blinded) by at least three referees, selected by the organizing committee.

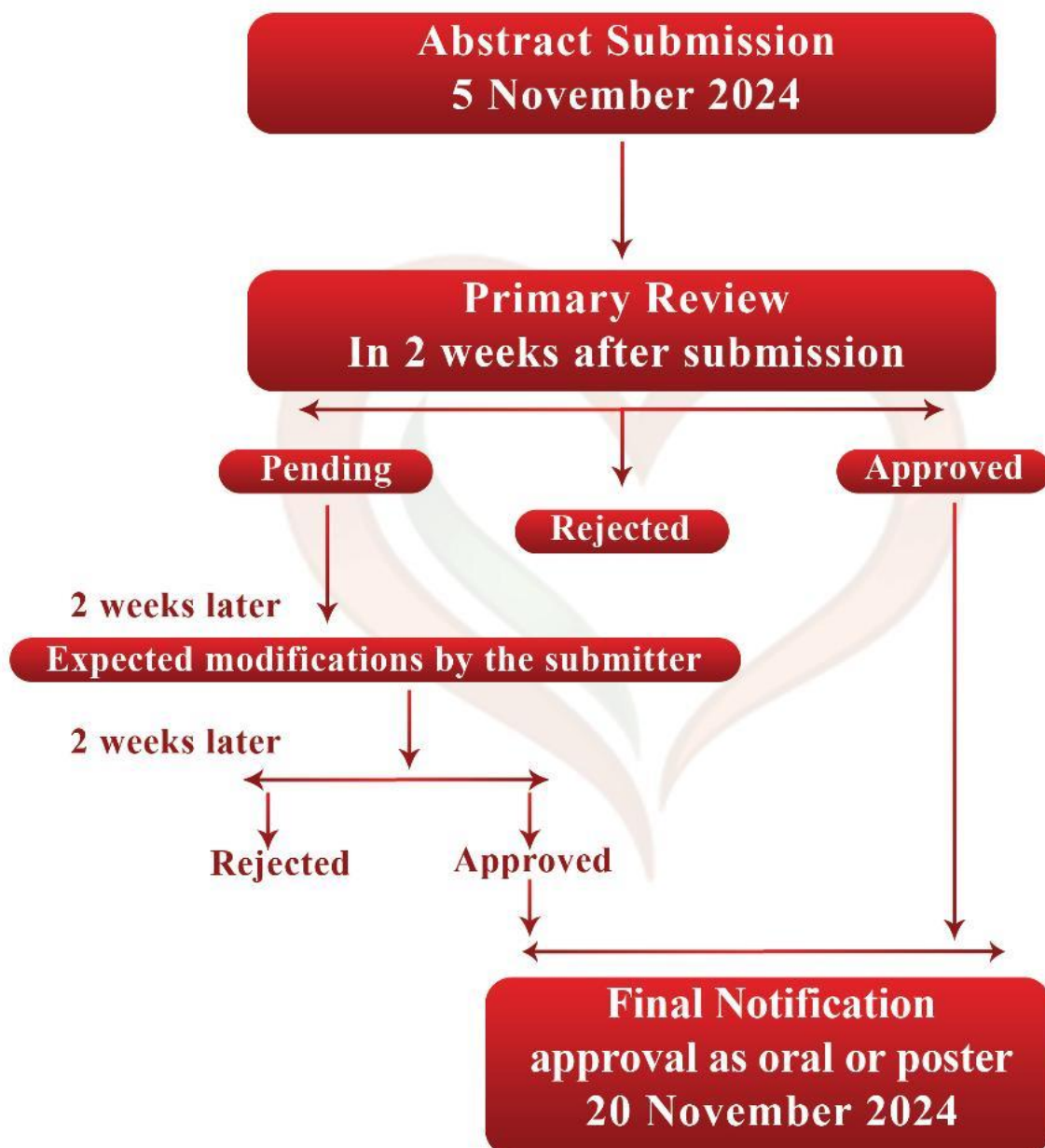
- Scores assigned by all reviewers are averaged. The cut-off average score for acceptance is based on available poster presentations. Rejections are further evaluated by the scientific program committee.
- Poster presentations are viewed as equally important components of the IHFS.
- Notification of acceptance as a poster will be sent by email to the submitting (corresponding) author by 2 weeks after submission.

Format of presentation

- Accepting a poster for presentation is based on the committee's discretion.
- Presentation files must be prepared in Power Point format and only in English.
- Posters are expected to fit the designed template. [Click here to](#) receive the poster template [.....](#)

Notification of Acceptance or Rejection to Corresponding Author

Notification of acceptance or rejection will be sent to the submitting (corresponding) author by 2 weeks after submission. Please note that only the corresponding author will receive an email concerning the abstract and is responsible for informing all co-authors of the status of the abstract. Authors whose abstracts have been accepted will receive instructions for the presentation of their abstract.



Policies for abstract submission

Copyright Policy

Abstracts should not include libelous or defamatory content. Material presented in abstracts should not violate any copyright laws. If figures/graphics/images have been taken from sources not copyrighted by the author, it is the author's sole responsibility to secure the rights from the copyright holder in writing to reproduce those figures/graphics/images for both worldwide print and web publication. All reproduction costs charged by the copyright holder must be borne by the author.

Ethics Compliance

To be eligible to submit an abstract, you must disclose that the authors/ scientists conform to the ethical issues.

Scientific studies and clinical activities should be performed in keeping with the ethical principles delineated in the following policy documents:

- The ethical statement on human research subject, Helsinki Declaration of the World Medical Association.

<https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/>

- Institutional Ethical Review for human and/or animal research as appropriate