

## Instructions for the Submission of Free Communications

---

**SUBMISSIONS OF SUMMARIES OF SCIENTIFIC PAPERS (FREE COMMUNICATIONS) WILL BE ACCEPTED UP TO SEPTEMBER 16, 2019, AT 12:00 PM.**

---

Please carefully follow the instructions detailed below. Only communications fully complying with said instructions will be evaluated.

The “virtual” modality of the Congress does not substantially modify the procedure for the submission of abstracts with respect to the one used in on-site Congresses. Its main difference lies in the fact that once the work has been accepted, the posters will not be exposed and discussed person-to-person, but since they will have to be made in Power Point and converted into pdf format, all participants will be able to visit the posters through the VirtuaLab platform.

The submission of abstracts must be made exclusively through the VirtuaLab website, for which a **form is available for submission**. Said form must be completed following the instructions indicated in the mentioned site.

At the moment of sending the abstracts, *at least the Corresponding author must be pre-registered to the congress* since to be able to access the form for the submission, the pre-registration number and their e-mail address will be required.

The submitted presentations *must be original and therefore they must not have been presented previously or simultaneously in other national, regional or international Congresses, or have been previously published in Scientific Journals*.

All abstracts will be reviewed, evaluated and assessed by the Scientific Committee or, if necessary, by experts in said topics. The opinion issued by the Scientific Committee will be unappealable and the abstracts may be accepted, rejected or accepted with corrections. In the latter case, the Corresponding Author must send the new version of the abstract with the corrections requested by the Scientific Committee within the deadlines that will be indicated in a timely manner.

On the basis of the qualifications assigned by the Scientific Committee, a ranking of qualifications will be established, and the best rated presentations will be selected as candidates for the **Best Abstract Award**. This decision will be communicated to the authors enough in advance, since to be able to access the final evaluation for the definition of the award-winning presentation, the authors must **COMPULSORILY** send a 10-minute video as an Oral Communication, to carry out the exposition and defense of that work.

PDF or the preparation of the video, the authors will have available on the website an instruction manual with all the technical specifications required for the design and recording of the presentation.

Additionally, and following a modality equivalent to the one described in the previous paragraph, VirtuaLab offers all those authors of material **that has NOT been selected for the award**, but who wish to present their work in the form equivalent to an Oral Communication, the **optional** possibility of introducing a video made following the same instructions previously referred to.

**Languages accepted:** Abstracts will be accepted in Spanish or English

---

#### INSTRUCTIONS FOR THE PREPARATION OF THE SUMMARY:

1. **Header:** select the relevant main topic where the work is to be included from the topics detailed in the relevant list (above and to the left of the summary).
2. **Title:** include a maximum of 150 characters with spaces. Also indicate the type of work and do not include any abbreviations.
3. **Authors:** immediately after the title, indicate the last name and initials of the author(s), one by one. For example: Pérez J.A.; Pesce R.; Picci J.L.
4. **Membership:** after the author's or authors' name(s), add the names of the relevant institutions (without abbreviations), including relevant address details (street, number, city, country, postal code, telephone and/or fax and e-mail of the author to whom queries are to be sent, i.e., contact details of the author). Since the stated e-mail will be used for contacting the authors, it should be a frequently checked e-mail address (at least three times a week).
5. **Summary text:** it shall have a maximum of 350 words (Arial font, size 12) and be written in a single paragraph, including sentences separated by full stops. Each piece must clearly state: the relevant objective, the materials and methods applied, the results achieved and the conclusions drawn. Conclusions should be drawn from the results achieved and the data processed. The summary should not have any figures, tables or bibliographical references. The abstract must have no figures, tables or bibliographical references and the inclusion of any reference to the

place/institution where the research was performed must be avoided. Any abbreviations included must be explained the first time they are used, though they should not be overused. In case it is absolutely necessary, special characters may be included (mathematical functions, Greek alphabet and/or set theory) by means of the menu available on the form.

Once a presentation has been accepted by the Scientific Committee, the Corresponding Author will receive a communication in which they will be informed of its acceptance, if it has been selected for the award, and the period when they will be able to upload their material to the Web (poster and/or video).

Once this period has elapsed, it will no longer be possible to upload the material, so it is recommended not to leave the file upload for the last moment as there could be a saturation of the system or an unforeseen technical difficulty that makes the sending of the material impossible.

Bear in mind that in order to upload the Posters for publication on the Congress website together with the Abstracts of the Research, it is a necessary condition that the *Corresponding Author has fulfilled his or her registration to the Congress.*

---

#### INSTRUCTIONS FOR THE PREPARATION OF THE POSTER:

1. The body of the poster should include a structure similar to the one used in the abstract that includes: Introduction, Objectives, Materials and Methods, Results and Conclusions.
2. It is suggested to use letters of an appropriate size and with a good contrast with the background to allow an adequate reading.
3. Any tables, illustrations and photographs required for the presentation must be sufficiently self-explanatory and sequentially distributed according to relevant explanations. Captions should be placed under each illustration. Use of good contrast in lettering is suggested to ease reading. Please remember that captions must be placed above tables, while they should be placed below figures and graphics.

If you have any additional queries, please contact the Technological and Pedagogical Directorate of the congress. [virtualab@fba.org.ar](mailto:virtualab@fba.org.ar).