



## **Sri Lanka CoSHH Annual Conference 2023; Abstract Submission and Presentation Guidelines.**

*The 28<sup>th</sup> Annual Scientific Sessions of the Sri Lanka College of Sexual Health and HIV Medicine (SLCoSHH)*

### **1. PREPARATION OF THE SUBMISSION**

All submissions should have a covering letter with the abstract.

**Covering letter** should explain the originality of the work, disclose about any previous publications and possible overlap with prior publications (if any) to the editorial board. The letter should acknowledge any potential conflict of interest. Contact details of the corresponding author should be included (E-mail addresses are mandatory).

Covering letter should be addressed to,  
Editor-in-chief,  
SLCoSHH

**Abstract** All parts of the abstract must be typed using the font of Calibri, 11 points, with 1.0 spacing. Use A4 paper size with normal margins and begin the text of the abstract without indentation.

**Word count:** 350 excluding titles, author names, affiliations and headings

**Content headings:** (i) Title, (ii) Author line/s and (iii) affiliations on the top. The body text should have following appropriate level 1 headings

**For original research articles:** (i) Introduction, (ii) Objective/s, (iii) Method, (iv) Results, and (v) Conclusions

**For case reports:** (i) Introduction, (ii) Case report, (iii) Discussions and (iv). Conclusions

**For project abstracts:** (i) Introduction, (ii) Methods including approaches taken, (iii) Results, (iv) Discussion, (v) Conclusions

**Guideline for the use of units:** Use SI units throughout, except for blood pressure and haemoglobin content.

**Guideline for the use of drugs and instruments:** Use generic names for all drugs. You can add proprietary name within brackets if there is any special need.

Instruments may be referred by proprietary name, giving the name and location of the manufacturer in the text in parentheses.

### **2. AUTHORSHIP**

Authors should meet conditions A, B and C below to claim authorship of the paper.

(A) Substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data

(B) Drafting the article or revising it critically for important intellectual content; and

(C) Final approval of the version to be published.

The author/s surnames should be followed by the initial/s. Do not use prefix/s as Mr/ Mrs /Dr or Professor.

### **3. HOW TO SUBMIT**

Covering letter and the abstract should be submitted by email.

[editor.srilanka.coshh@gmail.com](mailto:editor.srilanka.coshh@gmail.com)

**Kindly note that abstracts not conforming to the specifications will be rejected.**

### **4. SELECTION OF ABSTRACTS**

Editorial board staff of the Sri Lanka College of Sexual Health and HIV Medicine will review submitted articles. Based on the reviews, abstracts are selected for **oral presentations** or **poster presentations** considering the originality of the work, importance of the research problem, timeliness, clarity, methodology, validity of data, scientific strength, and appropriateness for the SLCoSHH conference.

Editors reserve the right to modify style, shorten articles, and make editorial corrections where necessary. All accepted articles for publication will be acknowledged to the corresponding author.



# Sri Lanka College of Sexual Health and HIV Medicine

(Formerly Sri Lanka College of Venereologists)

Telephone: +94 (071) 0900003, +94 (011) 2667029, +94 (011) 2667163 / Fax: +94 (011) 5336873  
Email: [srilanka.coshh@gmail.com](mailto:srilanka.coshh@gmail.com), Web: <http://www.slcoshh.org>, Reg No: GA 2433

## 5. PRESENTATION GUIDELINES

### ORAL PRESENTATION GUIDELINE

**Presentation:** Each paper will be allowed a total 15 minutes, 10 minutes: for the presentation and 5 minutes: for the discussion. The date and time will be notified by the conference organizers.

**Evaluation:** will be done by a panel of judges during the oral presentation at the free paper session of the conference.

**Preparation:** Prepare your oral presentation using a presentation software. (Preferably use Power Point). if you hope to run different file formats, you need to inform it to the organizing committee early on the day of the free paper presentation.

**Submission:** Presentations need to be submitted to the organizing committee before the free paper session.

### E-POSTER PRESENTATION GUIDELINES

**Presentation:** E-posters presentation will have an image display (LCD panels are provided) and presenting author should be a registered author of the conference.

**E-poster evaluation:** The panel of judges will view your poster and listen to your presentation at the site for evaluation

**Preparation of the poster:** Authors can use any suitable software outlined below for the e-poster preparation

#### 1. Photoshop / Illustrator

Height – 720px (10 inches), Width – 1280px (17.78 inches), Screen resolution – 72ppi, Colour mode – RGB  
Safe zone – 0.25 inches all around

#### 2. PowerPoint/Publisher / PDF / JPG

Height – 17.78 inches, Width – 10 inches, Margins – 0.25 inches all around,

**Submission of E-posters:** Submit e-poster files to the secretary, Sri Lanka College of sexual health and HIV medicine.

Email to: [srilanka.coshh@gmail.com](mailto:srilanka.coshh@gmail.com)

## 6. AWARDS

Best oral presentation and the poster presentation will be selected and awarded with valuable gifts and certificates. The time of the award presentation will be notified by the organizing committee.

## 7. For further details

Kindly contact

Dr Ajith Karawita (Editor-in-chief)

Dr Nalaka Abeygunasekara (Associate Editor)

Sri Lanka College of Sexual Health and HIV Medicine

Tele: 071 8103001

Email: [editor.srilanka.coshh@gmail.com](mailto:editor.srilanka.coshh@gmail.com)

Web: <http://www.slcoshh.org/>

### Notes:

#### General information on poster preparation

- The poster should be a visual presentation of your submitted abstract and should be easily readable
- The message should be simple, concise and understandable to the reader without support.
- Avoid using mixtures of type/font styles and avoid all capital text as it is difficult to read.
- After the title the 2 most important panels are the **introduction** and the **conclusion**. On the basis of these two headings, the reader will decide whether to consider the other details. These panels should be simple concise and visually attractive.
- Results should be represented as graphically as possible
- The poster presentation **MUST** contain only one slide without animations or videos.