**3rd Asia-Pacific Neuroscience Student Congress and**

**HKSAN 4th Annual Conference (APNSC-HKSAN) 2023**

**Abstract Submission Form**

**Important Dates**

Abstract Submission Deadline: 23 September 2023 (Sat) 23:59 HKT

Latest Acceptance Notification: 25 September 2023 (Mon) 23:59 HKT

**Guidelines**

***Abstracts***

1. Abstracts should be written in English only.
2. The maximum length of the title is 250 characters. The maximum length of the content of the abstract is 300 words.
3. The content of the abstract should include Background and Objective, Methodology, Results, and Conclusions. 3 keywords should be included in each abstract. No tables, figures, or references are allowed.
4. Authors are strongly advised to ensure the accuracy of the submitted abstracts, which will appear in the programme book without being edited by the Hong Kong Student Neuroscience Association (HKSAN).
5. Any request for abstract revision after submission should be sent to HKSAN at [info@hksan.org](mailto:info@hksan.org). After the submission deadline, authors are NOT allowed to make any changes to the submitted abstracts.
6. Each Abstract Submission Form should contain only ONE abstract. Authors with more than one abstract should submit them in separate forms.
7. The completed and signed Abstract Submission Form(s) in Microsoft Word format shall be submitted by email to HKSAN at [info@hksan.org](mailto:info@hksan.org) by 23:59 HKT on 23 September 2023 (Sat).

***Presenting Authors and Awards***

1. Presenting author of an accepted abstract has to register for the conference as a delegate in order to be included in the programme of the 3rd Asia-Pacific Neuroscience Student Congress and HKSAN 4th Annual Conference (APNSC-HKSAN) 2023. Please register using the same name as the name used in abstract submission.
2. At least one author of each abstract has to be able to attend the conference. Abstracts with no authors attending will be withdrawn.
3. There can only be ONE presenting author per abstract submission.
4. For Best Oral Presentation Award, presenting authors must give the presentation in person or live online. For Best Scientific Poster Award, presenting authors must be able to print the poster and present in person.
5. Enter the names of authors in the order in which you wish them to appear in the programme book.
6. The final presentation format will be determined by HKSAN. Each abstract will only either be in poster format or oral presentation format.
7. A panel of judges composed of professionals in neuroscience will decide on the award winners for Best Oral Presentation Award and Best Scientific Poster Award. Oral Presentation Session and poster judging will take place on 1 October 2023 while the Prize Presentation Ceremony will take place on 2 October 2023.

***Copyright, Recording, and Legal Obligation***

1. All information in the abstract submission, including authors’ names, affiliations, authors’ order of listing, and the content of the abstract, will be used in the conference publications.
2. The contributor carries legal obligations of the abstract. Any violation of a third party’s right will be the responsibility of the contributor himself/herself.
3. Presentations of the meeting slides and audios are not considered ‘prior publications’ for any scholarly journals.
4. HKSAN has the copyright to use the submitted abstracts for scientific purposes without prior notice to the contributors and authors.
5. HKSAN will record all live presentations with accompanying audio and video during the conference. Presenters will be given full credit for their presentations. HKSAN does not hold ownership of the copyright in the slides used in the presentation. However, HKSAN has all rights, titles, and interests in the recordings of these presentations, including without limitation all copyright in the recordings. The recordings will be available for review on the website for conference delegates during and after the conference.

**Information of the Presenting Author**

| Title | ☐ Dr ☐ Mr ☐ Ms |
| --- | --- |
| Family Name |  |
| Given Name |  |
| Year |  |
| Programme |  |
| Faculty |  |
| University |  |
| Country / Region |  |
| Tel. No.  (With country code) |  |
| Email Address |  |
| Would you like to enrol in the Best Oral Presentation Award competition? | ☐ Yes ☐ No |
| Would you like to enrol in the Best Scientific Poster Award competition? | ☐ Yes ☐ No |
| No. of abstract(s) to be submitted |  |

**Abstract Details**

| **Title**  (Max. 250 characters) |  |
| --- | --- |
| **Authors**  (Family names should be typed in CAPITALS. Indicate the presenting author by putting an asterisk (\*) next to his/her name.) |  |
| **Affiliations of Authors** |  |
| **Abstract**  (Max. 300 words) |  |
| **Keywords**  (3 words or phrases) |  |

**Declaration**

1. The information provided above is to the best of my knowledge accurate.
2. I agree to provide my personal information to the Hong Kong Student Association of Neuroscience for them to manage the submission, review, selection, and scheduling process for my abstract submission and conference registration.
3. I understand and will abide by the copyright, recording, and legal obligation stated above.

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| --- | --- | --- |
| **Signature of the Presenting Author** |  | **Date** |

**For HKSAN Use Only**

| Abstract Submission ID |  |
| --- | --- |
| Conference Submission ID |  |
| Membership Number |  |
| Date of Receipt |  |
| Acceptance of Abstract | ☐ Yes ☐ No |
| Date of Presentation |  |
| Remarks |  |