INSTRUCTIONS TO AUTHORS

All papers are to be submitted to icooh2019@gmail.com by **30 April 2019** for inclusion in the

Conference proceedings. The general format requirements are as follows:

EXTENDED ABSTRACT PREPARATION

1. *Paper Size:* Extended abstract should **not exceed 2 pages** including figures using A4 size paper (21 x 29.7cm).
2. *Margins:* 1 inch top and bottom; 1.25 inches on sides.
3. *Title:* **12 pt bold Calibri**, centered, **capital letters**.
4. *Author(s)/Affiliation/E-mail:* One blank line after the title, initials and surname of the author(s) shall be **12 pt bold Calibri**, centered and in capital letters. The name and address of the institution where the work was done shall be centered and in *italics*. The email of the corresponding author shall be indicated with asterisk symbol (*).
5. *Abstract Header:* **10 pt bold Calibri**, capital letter, with one blank line above and below.
6. *Abstract:* A 100-200 word abstract in 10 pt Calibri, single spacing, justified on both margins. Include a maximum of 5 keywords below the abstract.
7. *Section Headings:* **12 pt bold** Calibri, capital letters **(INTRODUCTION, MATERIALS AND METHODS, RESULTS AND DISCUSSION, REFERENCES).**
8. *Section Subheadings:* **12 pt italic Calibri**.
9. *Body text:* **12 pt Calibri**, single spacing, fully justified, one blank line between paragraphs, no indentation for beginning of a paragraph.
10. *Tables and Figures:* insert in text where appropriate, with 10 pt bold Calibri, caption centered below the Table/Figure beginning "Table/Figure 1".
11. *Equations:* centered, with equation number at the right, one blank line above and below
12. *Units:* SI units are preferred.
13. *References:* Citations in the text of the paper should use author last names and the year; for example, "… in previous work by the authors ; (Jonson *et al.*, 1997; Kirkner and Specer, 1996" or "… as shown in the work by Kareem *et al.* (1998) and Haldar and Mahadevan (2000)." List of references should be in 10 pt Calibri, single spacing, first line hanging by 0.5".
14. Additionally, authors are responsible for obtaining permission for reprinting any material included in their papers that is already copyrighted elsewhere.

PRESENTATION FOR ORAL AND PLENARY PAPER

1. *Plenary paper presentation:* Each speaker is allocated for **30 min presentation**
2. *Oral paper presentation:* Each speaker is allocated for **15 min presentation**
3. The presentation of oral paper should be well-organized, attractive and shall be presented under the following headings:
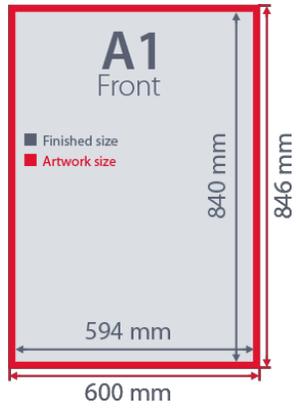
- TITLE
- AUTHOR(S)
- INTRODUCTION
- OBJECTIVES
- MATERIALS AND METHODS
- RESULTS
- DISCUSSION
- CONCLUSION
- REFERENCES
- ACKNOWLEDGEMENTS (IF ANY)

POSTER INSTRUCTIONS

The poster presentation should be self-explanatory, well-organized, attractive and shall be presented under the following headings:

- TITLE
- AUTHOR(S)
- INTRODUCTION
- OBJECTIVES
- MATERIALS AND METHODS
- RESULTS
- DISCUSSION
- CONCLUSION
- REFERENCES
- ACKNOWLEDGEMENTS (IF ANY)

1. The texts and figures should be readable from at least 1 meter away.
2. The poster size must be **A1 (59.4cm x 84.1cm).**
3. All posters should be laid as portrait.

A1
Front

■ Finished size
■ Artwork size

840 mm

846 mm

594 mm

600 mm

4. The poster shall be prepared on a material that can be held by double-sided tapes or Velcro on the poster board
5. The title should be composed of CAPITAL letters at least one inch high.
6. **The main presenting author's name should be in bold** and underlined on the poster.
7. Use the minimum amount of text possible. Only use what is necessary to make your point. Be concise, but answer the basic questions (What, When, Where, How, Why) using the standard format. Introduction (background, statement of problem, purpose/objectives), Methods (experimental design, techniques), Results (data summary, findings), and Conclusions (interpretations, implications) organize the material to tell a logical, coherent story.
8. Use large, BOLD lettering for readability. Use fonts that are easy to read (i.e., avoid fancy fonts).
9. Use borders or white space to separate sections. Avoid large, continuous blocks of text.
10. Use figures (graphs, charts and illustrations) (with captions) as much as possible, making sure that they are legible.
11. The choice of colors will enhance poster readability (i.e., for contrast and to highlight important points) and attractiveness. Aesthetics are an important part of preparing a poster that will attract attention.
12. Summarize results/findings. Bullets work well to summarize key points or contributions of the study.
13. **KEEP YOUR POSTER SIMPLE AND PROVIDE A CLEAR TAKE HOME MESSAGE**.

POSTER DISPLAY

1. Your poster should be submitted to the **POSTER BOARD HELPDESK** which will be located at the entrance to the main conference hall when you register for the conference.
2. Each poster presentation is allotted one poster board
3. Your posters should be displayed throughout the conference and removed after the prize giving ceremony.
4. The authors are also required to be at their posters during poster session and coffee breaks to answer questions from the judges and participants.