

ABSTRACT SUBMISSION GUIDELINES

GENERAL INFORMATION & DEADLINES

1. Abstracts **MUST be submitted electronically via the [online submission system](#)** by the given deadline of **28 February 2019**. Abstracts received via e-mail or received after the deadline will not be accepted and therefore will not be considered for the programme.
 2. There is no limit on the number of presentations Authors can submit.
 3. Abstracts are to be submitted into the Epilepsy Surgery Case Presentation session only.
 4. Once the abstract is “submitted” it can be changed until the abstract submission deadline, **set for the 28 February 2019**.
 5. All abstracts will be reviewed by the Committee, who will consider its formal aspects and the content. They will decide which abstracts will be accepted.
 6. **Accepted abstracts** will be presented at the Advanced Epilepsy Meeting. Abstracts not suitable will be rejected. Please have your abstract checked for correct spelling, punctuation, grammar and formal structure.
 7. All presenting authors will receive an acceptance/rejection notification via e-mail by **23rd March 2019**.
 8. All accepted presenting authors are obliged to register and pay the registration fee by the **31st March 2019** otherwise the abstract (s) will not be included in the official conference proceedings. If your Organisation/University requires abstract acceptance letter before payment, please contact abstracts@ilaebritish.org.uk.
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Abstract Formatting

9. All abstracts must be written in English and must be the author’s own work.
10. Use standard abbreviations only. Within the body of the abstract, when using abbreviations spell out the name in full at first mention and follow with the abbreviation in parenthesis. Abbreviations may be used in the title, provided the name in full is outlined in the body of the abstract.

11. The presenting author is selected first; other authors can be added only when the presenting author is submitted. It is the responsibility of the submitting author to ensure that the submission has been approved by all authors.
12. **Title of abstract limited to 20 words.**
13. The **abstract length is 500 words** (tables, graphs and graphics are not permitted).
14. Submission of an abstract represents a commitment to either attend the conference or send a knowledgeable substitute who is qualified to present the material and answer questions regarding the reported work.
15. The invitation to submit an abstract does not constitute an offer to pay travel, accommodation or registration costs associated with the Conference.
16. After an author has submitted their abstract, they must check their submission to ensure the document has been uploaded correctly. Authors can check their submission by clicking on the viewing option in the submission email.
17. Submitting authors will need to confirm they have patient consent for the case presentation, including videos of seizures. Please can you confirm this in writing at the bottom of the abstract and selected via the tick box during the submission process.
18. **Only Word files** will be accepted for upload.

Further information on presentation requirements will be provided in additional communication in due time.

In case of any questions or comments, or may you need any assistance, please kindly contact us via email abstracts@ilaebritish.org.uk