

Abstract book

(Guidelines for the preparation of the JCOR supplement)

- a. The Cover Page should include the dates and the venue of the meeting.
- b. The Welcome letter addressed by the President of EPOS and the Chairman should include their names in full.
- c. The next page should include the EPOS Executive Board, Reading Committee and the Program Committee (with names in full and country of origin of each member), as well as the Local Organizing Committee members' full names.
- d. The Pre-meeting Course should contain timetables, full names and titles of speakers as well as their country of origin.
- e. The EPOS Scientific Program should start on a new page with the date of the meeting, the time table of the Opening Remarks followed by the full names of the EPOS president and the local host.
 - a. Each Session should be clearly distinct, numbered, with its title in bold letters followed by full names and country of origin of the chairmen and moderators.
 - b. Lectures and presentations should be numbered consecutively (number should be corresponding to the respective detailed presentation/abstract thereafter). All authors' and co-authors' names should be given in full, together with their countries of origin.
- f. The Abstracts section should start on a separate page.
 - a. The Oral presentations will be grouped according to sessions and numbered consecutively (see above). The title of the presentation, in capital letters, will be followed by full names of authors, co-authors and their country of origin.
 - b. The Poster presentation section (with its subsections, i.e., 'e-posters' and 'mounted posters') will start on a separate page, grouped according to topics, but bearing running numbers, in succession to the Oral presentations. Here again, full names of authors, co-authors and country of origin will be given following the title.
- g. A list of up-coming events, meetings and courses should follow.
- h. The Author Index will be arranged alphabetically according to the last name of the authors. The number of paper/s presented will be given thereafter for easy reference.
- i. A Subject Index detailed according to key words, should follow as well, for cross reference.
- j. Working deadlines:

- Deadline for abstract submission : **October 15th**
- Evaluation process: **November 1st - December 1st**
- Committee meeting and programme: **finalizing 3rd week of December**
- Notification of authors: **By 1st week in January**
- Submission of final program to Springer : **January 15**
- First galley proof submission to RC chair : **February 10**
- Submission of revised galley proof to Springer: **February 15**
- Printing of final program book: **March 1**