

**Guidelines for Abstract Submission  
for  
HKEC Symposium on Community Engagement IV  
" Healthy Community: We Can Make A Difference "**

18 April 2009 (Saturday)  
Auditorium, 9/F, HKFYG Building, 21 Pak Fuk Road, North Point, Hong Kong

**Deadline for Submission**

Abstracts for the HKEC Symposium on Community Engagement IV should be submitted by **16 February 2009**.

**Topic**

The theme is: "Healthy Community: We Can Make A Difference"

Relevant topics can include all aspects of community care both in the hospital and in the community by all allied health disciplines, nursing, medical and any other health personnels.

**Content**

Abstracts should contain the ***Purposes of the Project, Material & Methods, Results and Conclusions***. The text of your abstract should not exceed 300 words either in English or in Chinese, excluding the title, authors and institution. (*Refer to attachments for supplementary notes and sample of abstract*)

**Method of Submission**

Please e-mail your abstract and consent to Ms. Winky SUEN at:

HA Intranet - Winky SUEN

HA Internet - swn078@ha.org.hk

Hand written abstracts will not be accepted.

**Notification of Result and Submission of Presentation Material**

Authors of abstracts selected for oral presentation and poster exhibition will be informed via e-mail by the Scientific Committee in 20 March 2009.

PowerPoint presentations should be submitted in CD-Rom by *6 April 2009* to:

The Secretariat,  
HKEC Symposium on Community Engagement IV,  
Rm 052, 2/F, Main Block.  
Pamela Youde Nethersole Eastern Hospital  
3 Lok Man Road,  
Chai Wan,  
Hong Kong

Abstracts will be published and distributed at the Symposium.

**Symposium on Community Engagement IV**  
**"Healthy Community: We Can Make A Difference"**  
**Submission of abstract consent of publication**

My submission to the Symposium

**Topic:** \_\_\_\_\_

*\* Please give a tick in the inappropriate box*

1. Consent for publication:

- I  **agreed** the publication of my abstract in related Symposium booklet and web-site.  
 **disagreed**

2. Participation in Poster presentation:

- I  **will** design a poster of my abstract in related Symposium poster exhibition if selected.  
 **will not**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Institution: \_\_\_\_\_

Contact Telephone No.: \_\_\_\_\_

### **Supplementary notes on format of abstract**

- 1 Selected abstracts will be printed in the format as per sample attached. When typed in single-space in English (**Arial**) with **12** point font size, the total number of words would be about **300**.
- 2 Authors should type their initials and last name, but not degrees, titles, or institutional appointments. The name(s) of the institution(s) where the work was carried out should follow the list of authors and correspondingly indexed with superscript.
- 3 Standard abbreviations should be used. Special or unusual abbreviation should be in parentheses after the term when it appears for the first time.
- 4 Simple tables or graphs (in black) may be included.

