

**Guidelines for Abstract Submission for  
HKEC Symposium on Community Engagement V  
"Family- The Key to a Healthy Community"**

15 May 2010 (Saturday)  
Youth Square, 238 Chai Wan Road, Chai Wan, Hong Kong

**Deadline for Submission**

Abstracts for the HKEC Symposium on Community Engagement V should be submitted by **2 April 2010.**

**Topic**

The theme is: "Family- The Key to a Healthy Community"

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 personnel.

**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 Core Committee in 26 April 2010.

PowerPoint presentations should be submitted in CD-Rom by *7 May 2010* to:

The Secretariat,  
HKEC Symposium on Community Engagement V,  
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.

**HKEC Symposium on Community Engagement V**  
**"Family- The Key to a Healthy Community"**  
**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: \_\_\_\_\_

Post / 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.

