



## Rules for authors

The criteria for the submission of contributions to the Congress Working Groups are set out below.

The submission of proposals to the Working Group consists of a single phase: the submission of an extended abstract or a poster.

A list of the Working Groups that have been created can be consulted in the menu "Comunicaciones: Grupos de trabajo" on the [congress website](#). Please, examine those sections in detail in order to follow any new developments that may be published in relation to the guidelines for the call for papers.

The application for the submission and management of papers (Conftool) will be opened on established dates. Only texts sent through this application will be accepted.

### 1. Submission of extended abstracts and posters

Extended abstracts and posters may be submitted with the following characteristics.

The same paper can only be submitted to one Working Group.

#### 1.1 Contact authors

In the case of two or more authors, the contact author will be the first person to sign the abstract and who sends the communication through the Conftool software. It will be the contact author who will be able to carry out the operations in the portal and will receive all correspondence.

The rest of the authors will be able to make the presentation, obtain certificates and participate in all the activities of the congress as long as they have registered.

Each contact author may present a maximum of two papers. There is no limit to the number of co-authored papers.

## 1.2 Extended abstracts

The extended abstract submitted will be a short text between 800 and 1500 words in length, including the selected bibliography, footnotes and any other information.

The information to be provided in extended abstracts is the following:

- Working group to which you are presenting.
- Title.
- First name and surname of the first Author who will be the Contact Author
- Contact author's e-mail address.
- Names and surnames and e-mail addresses of the other authors.
- Affiliation of all authors.
- Structure of the short text of the extended abstracts: 1) **Introduction:** presentation and objectives; 2) **Theoretical-methodological approach;** 3) **Results:** main contributions, results and conclusions.

## 1.3 Posters

Posters are graphic presentations of papers that have been presented or assigned by the congress working groups to the poster format.

The submission of a poster proposal will include the same information that is included in the extended abstracts. A document of between 800 and 1500 words, including the selected bibliography, footnotes and any other information, where it will be stated:

- Working group to which you are presenting.
- Title.
- First name and surname of the first Author who will be the Contact Author
- Contact author's e-mail address.
- Names and surnames and e-mail addresses of the other authors.
- Affiliation of all authors.
- Structure of the short text of the extended abstracts: 1) **Introduction:** presentation and objectives; 2) **Theoretical-methodological approach;** 3) **Results:** main contributions, results and conclusions.

Posters will be exhibited during the session in which they are assigned, in spaces specifically set aside for this purpose and identifying the working group in which they are presented.

Format: the dimensions of the poster will be a maximum of 100 cm (vertical) by 80 cm (horizontal), allowing a clear reading from a distance of one and a half metres (1.5 m) [size A0 is recommended: height 100 cm, base 70 cm]. Printed on paper, cardboard or photographic paper. The material used may not be excessively thick or heavy, in order to ensure its attachment to the panel.

Accepted poster participation procedure:

- The author will have to upload the digital version of the poster (maximum size 10 MB) in JPEG or PDF format to the Conftool application before the date indicated in the general rules.
- The author will be responsible for the printing and postage of the poster.
- The date and time for the poster session will be announced together with the schedule of the rest of the activities of the programme on dates close to the congress.
- The poster session of each working group will have a session coordinator. Authors must be present at the time and place of the session for presentation and discussion.
- The technical secretary will indicate the time and place where the poster will be displayed.
- Posters will be displayed throughout the congress.
- Posters must be removed at the end of the session.

#### **1.4 Acceptance and consideration of extended abstracts and posters**

The extended abstracts and posters received will be considered by the coordination team of the Working Groups. Their acceptance or non-acceptance will be communicated by e-mail to the contact author.

All communications, regardless of the type of presentation format (oral or poster), will be accredited in a single category, "paper", both in the final publication and in the certificate issued to the participants.

The paper session where extended abstracts or posters are presented should be conducted in an atmosphere of scientific debate that politely respects the positions of all authors.

## **2. Language of the congress**

The official language of the congress is Spanish. Extended abstracts or posters may be accepted in Spanish, English or, occasionally, in another language, although in the latter case by prior agreement with the coordination of the working group. The oral presentation will be in Spanish or English.

## **3. Publication policies**

Extended abstracts and posters will be available in the conference communications application from the moment they are accepted. The extended abstracts and posters of all papers will remain on the website and will be used for the preparation of the programme or, where appropriate, the conference's own electronic publications, respecting authorship in all cases.

The publication of the extended abstracts and posters in the application will be compulsory and will be made public a few weeks before the start of the congress. It will be published on the website together with the programme of sessions with the titles of the presentations, the names of the authors and their professional affiliation. This programme is an official publication of the FES and has been assigned an ISBN.

#### **4. Registration and appearance in the programme**

In order to appear in the programme, it will be compulsory to register for the congress within the deadlines indicated.

For texts with several authors, at least one of them must register for the conference and make the payment. The rest of the authors will appear in the programme, but will not have a certificate if they do not pay the registration fee.

#### **5. Certificates for congress participants**

After the congress, the FES will make the corresponding certificates available to the congress participants through the Conftool application, which each author will be able to download. Obtaining certificates is conditional upon registration for the congress.

Types of certificates:

- Paper certificate for extended abstracts or posters. The issuing of certificates will only indicate that a contribution has been made as a "paper" and does not distinguish the presentation format. The certificate is in a personal capacity. This person must have paid the registration fee for the conference and must be accredited by the coordinator of the working group.
- Certificate of attendance. A certificate of attendance can be obtained for attendance at the congress provided that registration for the congress has been paid for and participation in the congress has taken place.

## 6. Key dates

### Papers

- Presentation of extended abstracts or posters: from **January 15 to February 29**, 2024
- Confirmation of acceptance of extended abstracts or posters: **April 10**, 2024

### Registrations

- Start of the registration period: **December 1**, 2023
- Deadline for discounted registration: **April 25**, 2024
- Registration deadline to appear in the program: **May 10**, 2024

### Program

- Publication of the session program: **May 22**, 2024
- Publication of the general program: **June 6**, 2024

### Contact:

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