

Submission guidelines

Template

- Papers must be uploaded in MS Word file format
- Only the approved 1-column template must be used
- Only the font styles and sizes that are shown in the template will be accepted
- Only A4 page size as provided in the template will be accepted
- The only accepted font style is Times New Roman
- Submission length is dependent on the type of submission:
 - Papers – 5 pages with references
 - Posters – 2 pages with references
 - Panel – 3 pages with references
 - Workshop – 3 pages with references
 - Tutorials – 3 pages with references

References

- The format and style for references are IOS Press, with citations appearing in the main text in Arabic numerals in square brackets such as this [1]. It is recommended that authors use a citation or bibliography manager such as EndNote to format their citations. The IOS Press EndNote style file is available for download (<http://endnote.com/downloads/style/ios-press>)

Students

- For a student paper, the first author must be a student at the time of submission (a copy of student ID is required)

Language

- The official language for MEDINFO 2023 is English (UK and US). All submissions must be in English. Submissions in any other language besides English will be declined without review. Authors are responsible for their submissions' appropriate grammar, spelling, and punctuation. Non-native English speakers are advised to use a professional editor and/or request review by colleagues
- The international System of Units (SI) should be used for all values

Registration

- Accepted authors must purchase speaker registration to be confirmed in the speaker program.

Review

- The Scientific Program Committee (SPC) are responsible for assuring submissions receive fair treatment and high-quality reviews.

Papers – specific guidelines

- Papers must be a maximum of 5 pages in length, including references
- The following paper structure must be used: Abstract (125-150 words), Keywords, Introduction, Methods, Results, Discussion, Conclusions, Acknowledgements, References, and Address for Correspondence
- **Students:** Typically have the mentor/teacher/guide as the senior author as well as other collaborators, mentors, or authors

Posters – specific guidelines

- Posters must be a maximum of 2 pages in length, including references
- The following poster structure must be used: Abstract (50-75 words), Keywords, Introduction, Methods, Results, Discussion, Conclusions, Acknowledgements, References, and Address for Correspondence. The discussion section may be removed
- Posters will be A1 in size and further guidelines for preparing your poster will be shared to those accepted
- **Students:** Typically have the mentor/teacher/guide as the senior author as well as other collaborators, mentors, or authors

Panels – specific guidelines

- Submissions must be 3 pages in length, including references (if any)
- Proposals must contain a general description of the topic of the discussion in appropriate headings and need not contain or adhere to the structured headings provided in the template
- Brief biographies and specific contributions to the discussion must be provided of the panellists
- Panels are part of the main conference program and are traditionally 90 minutes in length. However, the SPC may alter this length at their discretion

Workshops – specific guidelines

- Submissions must be 3 pages in length, including references (if any)
- Workshop proposals must contain a general description of the topic proposed in appropriate headings.
- Workshops do not need to follow the structured headings provided in the template
- Brief biographies of the workshop organisers, as well as their specific contributions to the workshop content must be provided
- Workshops are part of the main conference programme and traditionally 90 minutes in length. However, the SPC may alter this length at their discretion

Tutorials – specific guidelines

- Submissions must be 3 pages in length, including references (if any)
- Tutorial proposals must contain a general description of the topic proposed in appropriate headings
- Tutorials do not need to follow the structured headings provided in the template
- Brief biographies and specific contributions of the tutorial organisers/lecturers must be provided
- There may be up to 3-5 organisers/lecturers for tutorials
- Tutorials are scheduled before the conference (pre-conference), either as a half-day session (3 hours) or full day session (6 hours) including breaks

Submission terms and conditions

By submitting a paper, you agree to the following terms and conditions:

- Accepted authors must register and pay to attend the conference by 10 March 2023. Speakers receive the cheapest registration price available for the conference. Failure to register will result in the submission being withdrawn
- Paper submissions must be the original work of the submitting author(s), must not have been previously published and must not be under consideration by another publication or conference
- All paper submissions must meet the format requirements specified by the Conference Organisers.
- The Conference Organisers reserve the right to refuse material that does not meet requirements or is deemed inappropriate, in either content or size
- Required papers and documents must be submitted through the online presentation portal. Submissions will not be accepted any other way, including via email, in hard copy format or by fax.
- Submission acceptances will be advised in the week of 6 February 2023 and final resubmissions are due 10 March 2023

- Details of the required format for final submissions will be sent to presenters with notification of submission acceptance
- The Conference Organisers reserve the right to publish all submitted proposals via the conference Proceedings, conference app and/or other channels
- For accepted academic/scientific presentations, the paper may appear on the virtual conference platform and be published in the prestigious IOS Press series
- You grant the Conference Organisers to publish a PDF of your slides on AIDH Digital Health TV. If you require modifications to your slides or do not want slides published the author/s of the presentation / submission of papers are required to email AIDH and advise of the changes you would like to make.
- You grant the Conference Organisers permission to publish the slides (PDF format) on AIDH Digital Health TV. However, if you require modifications to your slides or do not want slides published, this request must be sent to AIDH
- You grant AIDH permission to live-stream the presentation and make this available for media, conference attendees, staff, sponsors, and AIDH members.
- You grant AIDH permission to record and edit the presentation
- You grant permission to the Conference Organisers to include the presentation (both slides and recording) in their content on demand program in a virtual conference platform and Digital Health TV.
- By agreeing to these terms and conditions you understand you will not receive any financial or other compensation., the video will become the property of AIDH in perpetuity to use only in the manner described above, the logo of the company sponsoring the event may be included at the start of the final edited version of the video, and that the AIDH logo may be watermarked over the length of the video.
- If you are accepted for a presentation or poster - the authors name, job title, organisation name, photo and biography will be included in the conference app.