

30th International Congress on Physical Education & Sport Science

20-22 May 2022

Komotini

www.icpeess.gr

Abstract Submission Guidelines

To facilitate the submission process, please consider the following guidelines, information, tips, terms and deadlines mentioned.

In order for the abstracts to be evaluated by the Scientific Committee and be included in the Congress program, they should be submitted via the online platform and must be received by the deadline.

You can only submit your abstract by filling in the **Online Abstract Submission Form**.

Abstracts received by fax, e-mail or post will **NOT** be accepted. No exceptions will be made.

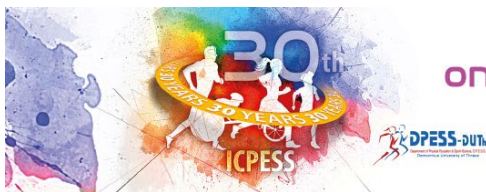
Please read carefully the **Writing & Submission Instructions**, before the submission of the abstract:

- Make sure that the contact information you submit is correct because it will be used for further correspondence via email. Pay more attention to the authors and institutions' names in English language.
- Make sure your e-mail address is the correct one in order the contact with the Organizing Committee of the Congress to be enabled.
- Abstract submission is necessary for the presentation of the oral and e-poster presentations.
- Study the Thematic Topics thoroughly and submit your abstract accordingly.
- ***You can present until 2 abstracts as the Presenter, by paying once the registration fee.**
- You may elect either an Oral or E-Poster presentation. The Evaluation Committee has the authority to change a presentation from oral to e-poster and vice versa in case they decide it is necessary.

The dates of the evaluation and acceptance of the abstracts will be announced on the website of the [30th ICPESS](http://www.icpeess.gr), as well as newsletters and e-mails. You should check your e-mails and the webpage of the Congress regularly. All abstracts will be blind, peer-reviewed by members of the Scientific Committee. If the submitted abstract does not adhere to the rules outlined here, it will be disqualified automatically.

With the submission of an abstract for ICPESS 2022, the submitting author:

- Accepts responsibility for the accuracy of the abstract and confirms that all authors are aware of the content before submission
- Agrees to be the contact person for all correspondence related to the abstract and to inform co-authors about its status
- Certifies that the information reported is for exclusive presentation in the session to which the abstract will be assigned if accepted
- The submitter certifies that all persons entered as co-authors on this abstract are aware that their names will appear in all publications
- The author/submitter affirms that the work submitted is original, except for excerpts from copyrighted works fully authorized by the copyright holders, and that all statements declared as facts are based on thorough examination and investigation for accurateness



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No-Show Policy

If none of the authors of the abstract are present during the session in which it is assigned to be presented according to the program, the abstract will not be included in the Congress proceedings and will be withdrawn.

Withdrawal of an Abstract

If you want to withdraw an abstract that has already been submitted, please notify the Congress Secretariat as quickly as possible at icpess@artion.com.gr.

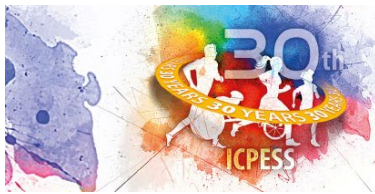
Preparation of your Abstract Word Document

1. The **Title** should be as brief as possible (no more than two lines) and It should be representative of the study that was performed. It should be introduced in the proper topic with capital, bold letters both in Greek and in English.
2. The last names and the first letter of the names of the authors, both in Greek and English languages, with capital letters, separated by comma.
3. The Institution/Address of the authors, with capital letters, one by one.
4. The e-mail of the first author (or the corresponding author). Please be very careful while you introduce your e-mail as it is the only means of communication between the Organizing Committee and the delegates.

Please pay extra attention when you fill in the Authors' data and personal information.

5. The Abstract is a summary of the content of the essay of the authors and should be:
 - within the specified word limits (max 400 words)
 - a whole paragraph
 - written based on the grammatical and syntax rules.
6. The Abstract must NOT include:
 - Tables, Charts, Functions & Images
 - Bibliography Footnotes
 - Statistical Indicators
 - Names, Institution Name and Address of the corresponded authors inside the abstract written text
7. The **KEYWORDS** that will be chosen to be added in your abstract should be introduced in the proper topic with capital letters, separated by comma (refer to the Abstract Template).

At this point, it should be highlighted that the corresponded Reviewers have the ability to accept your abstract as a digital announcement (e-poster), while you have submitted it as an oral presentation, and vice – versa.



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How to Submit your Abstract via the Online Submission Form

1. Click [here](#) and create a new account for the Congress.
2. To begin the submission process, you must first fill in your contact details, which is done on the **Contact Information** tab. After creating a contact, additional tabs will appear that will enable you to upload and submit your presentation.
3. Click on the Abstract Submission Formula and the process will begin.
 - i. Insert the abstract **Title**, with capital letters.
 - ii. Next, select the **Presentation Type** of your abstract (Oral or E-poster). Click «**Continue**».
 - iii. Select your favourable **Thematic Topic** that your abstract belongs to. Click «**Continue**».
 - iv. In the next field, you will be requested to add the **Presenter's details**. Click «**Continue**».
 - v. Insert ONLY the **Abstract Body** either by filling in the text, or by coping & pasting the already existing file for blind, peer-review.
 - vi. Fill in the **Keywords**, in capital letters, separated by comma.
 - vii. Upload the **full abstract document**, in word format (doc, docx) for the Congress program. Note, that the Abstract should be written following the **Abstract Template**. Click «**Continue**».
 - viii. Insert the **Full Names** of all authors of the abstract.
 - ix. Write the mobile number of the Presenter.
 - x. Ready carefully the following two questions and reply YES/NO:
 - a. In case you wish your abstract to be nominated for the **New Researchers Award**, please submit your Abstract to be presented only as an E-poster and check in the relevant box option.
 - b. Should you wish your abstract to be included in the **Short Papers Edition**, during the online submission process check in the relevant box option. Click «**Continue**».
 - xi. A summary of your completed submission will appear. Any sections that are still required to be completed for submission are noted in **red**. Click «**Continue**».
 - xii. You must agree to the Terms and Conditions before you proceed. Click «**Submit**».

Your abstract has then been submitted! After submitting your abstract, you will receive a confirmation email immediately (please make sure to submit your correct email address!). Please, check your junk email folder if the notification email cannot be found in your inbox/received emails.

ATTENTION: The appearance of the "triangle" symbol  indicates that you can edit your submission until the system closes and the evaluation process begins. You are able to edit your submitted abstract, by entering the online system, till the abstract submission process will be concluded and the system closes.

*For any special request, you may always contact the Project Manager of the Congress, **Ms. Kelly Angelaki**, using the e-mail: icpess@artion.com.gr.*

Good luck!