

Abstract Submission and Presentation Guidelines

We welcome submissions from researchers, clinicians, academics and other professionals working in the field of propolis and related areas. Abstracts should present original work clearly and concisely and should enable the Scientific Committee to understand the purpose, approach and significance of the research.

Abstract Submission Guidelines

- **Word limit:** Abstracts should be no more than **300 words**.
- **Language:** All abstracts must be submitted in **English**.
- **Title:** The title should be concise and accurately reflect the content of the research.
- **Authors and affiliations:** Please ensure that all authors, affiliations and contact details are entered correctly at the time of submission.
- **Content:** Abstracts should clearly describe the research and its significance. Where appropriate, they should include:
 - **Background or introduction** – the context and rationale for the work.
 - **Objectives** – the main aims or research questions.
 - **Methods** – a brief description of the approach, materials or methods used.
 - **Results** – the principal findings, including relevant data where appropriate.
 - **Conclusions** – the main conclusions and their significance or potential applications.
- **Clarity and relevance:** Abstracts should be written clearly for an international scientific audience and should make the importance and relevance of the work apparent.
- **Originality:** Submissions should present original research, significant new findings, innovative applications or important developments relating to propolis.
- **Presentation format:** Authors should indicate whether they wish to be considered for an **oral presentation or a poster presentation**. The final presentation format will be determined by the Conference Scientific Committee.

Abstract Review and Acceptance

All submitted abstracts will undergo a **peer-review process conducted by the Conference Scientific Committee**.

- Each abstract will be assessed for its scientific quality, originality, relevance and suitability for presentation at the conference.
- Authors will be notified of the outcome of the review by an official **Letter of Acceptance**.
- The Letter of Acceptance will confirm whether the abstract has been accepted and, where applicable, the presentation format.
- Authors whose abstracts are accepted will then receive further instructions concerning their presentation and the submission of the accompanying audio-visual recording.

Audio-Visual Presentation Guidelines

This year final acceptance of abstracts is dependent on submission of a **15-minute video** of your presentation to facilitate a more effective hybrid conference. (See Final Acceptance section below for more details.)

- **15-minute presentation:** The recording should be no longer than **15 minutes**.
- **Purpose:** The recording should provide a clear and engaging presentation of the accepted research and should complement the submitted abstract.
- **Content:** Presentations should normally cover the background and objectives of the research, methodology, principal findings and conclusions or implications.
- **Presentation style:** Authors are encouraged to present their work in a clear, professional and engaging manner. Slides, figures, graphs, photographs, video footage and other appropriate visual material may be used to support the presentation.
- **Technical requirements:** Detailed instructions concerning the recording format, file size, submission method and deadline will be provided to accepted authors by the Conference Scientific Committee.
- **Final acceptance:** All submissions that have been granted provisional acceptance are **guaranteed final acceptance on receipt of the accompanying 15-minute audio-visual presentation**, provided that the recording meets the submission requirements. We will also require a headshot photograph for inclusion in a video to accompany the conference.

Confidentiality Prior to the Conference

The IPRG recognises the importance of protecting unpublished research prior to its official presentation. All submitted presentation recordings will therefore be treated as **strictly confidential** before the conference.

- Recordings will be used solely for **conference preparation and programme organisation** prior to the event.
- Recordings will **not be published, distributed or made publicly available online before the conference**.
- Access to recordings will be restricted to the **conference organisers and authorised members of the Scientific Committee or reviewers** involved in preparing the conference programme.
- The organisers are committed to ensuring that unpublished research is not disclosed publicly before its scheduled presentation at the conference.