

ABSTRACT SUBMISSION GUIDELINES

Format

The word limit for each abstract is 400 words (excluding the title). All abstracts must be written and presented in English. The submitting author needs to select a broad theme for each abstract, from the dropdown list provided.

Online submission site

All abstracts need to be submitted through the Online Submission Portal

(<https://inconference.eventsair.com/ictmc-2026/ictmc-2026-abstract-submission-portal>).

Submission deadline

The deadline to submit a workshop proposal is Wednesday 22nd April 2026. You need to ensure you have completed the submission process before this date. Any submissions in the draft status will not be considered for review. You can edit and revise submissions within the draft stage but you must ensure you submit and receive a confirmation before the deadline.

Payment

There is no fee for making a submission. If your abstract is accepted, you will be required to attend the conference in-person and pay the conference registration fees. Further information will be sent to you when authors are notified of the outcome of their submission.

SUBMISSION PROCESS

In order to make a submission, you will need to create an account and login to the portal.

There are then 7 steps to complete to submit your abstract.

Step 1: Title and Presentation Type

Provide the title of your submission. The title should be appropriate, meaningful, clear and concise, avoid subtitles if possible. Titles have a fixed 25 word limit.

Please select whether you would prefer to be considered for an Oral Presentation, Poster Presentation or a Spotlight Session.

- If awarded, an **Oral Presentation** will be a talk (likely 8 to 12 minutes) plus an allowance for Q&A, accompanied by a presentation (PowerPoint).
- If awarded, a **Poster** will be displayed throughout the conference for all delegates to view. A dedicated poster viewing time will be allocated to each poster during refreshment breaks, during which time the presenter must stand by their poster, present their work and answer questions.
- If awarded, a **Spotlight Session** will be a number of talks (between 3 and 5), with a discussant or a structured panel to facilitate. The overall duration of the session will be 80 minutes, ensuring enough time for audience engagement is included. Each individual talk could be accompanied by a presentation (Power Point), and a named Chair is required.

Step 2: Presentation Themes

At this stage, the submitting author will be asked to select a broad theme from the dropdown menu, to facilitate review and programme building.

Step 3: Authors and Affiliations

Please list all authors and their affiliations.

To add an affiliation, indicate all the necessary information and press “Add Affiliation”. Take a note of the number of the affiliation, as the number needs to be manually applied to the relevant authors.

Add the author details and click “Add Author”. Please only provide the affiliation number for each author, e.g. “1”, if you type in the affiliation title the system will not allow you to submit your abstract. If an author has multiple affiliations, please indicate this through a comma, e.g. “1,2”.

Please note that the number of presenting authors is limited to three. You can indicate the presenting author by ticking the “Presenter” box on the relevant author/(s).

Step 4: Abstract Content

Enter the content of the abstract, adhering to the firm limit of 400 words, this includes any headings you are including. Longer abstracts cannot be accepted. Do not include the title, references or authors in this section. A structured abstract for oral/poster presentations should be used.

- **For completed work by time of submission**, we suggest you use a structure like the below:
 - **Introduction** (covering aims/objectives/settings)
 - **Methods/Approach** (making clear the approach e.g. applications and implementation, mixed methods, opinion, qualitative, quantitative, review, simulation, survey, SWATs)
 - **Results**
 - **Discussion**
- **For ongoing work that will be completed by the time of the conference**, we suggest you use a structure like the below:
 - **Introduction** (covering aims/objectives/settings)
 - **Methods/Approach** (making clear the approach e.g. applications and implementation, mixed methods, opinion, qualitative, quantitative, review, simulation, survey, SWATs)
 - **Results Structure and Timelines** (what form would the results takes)
 - **Potential Relevance and Impact** (why might the results be important or interesting)
- **For proposal for a spotlight session**, please provide a short description for the overall session on the Abstract Content box. Use the submission template to add more details (i.e. a short description of each presentation comprising your proposal, the names of discussants or panel members, the name of the chair, and any other information, e.g. topics for discussion linked to the session) and upload a more detailed version on the Supporting Document section further down on the page.

Step 5: Additional Information

In this section you will also be able to provide about your abstract, the presenting authors and any awards you wish your work to be considered for.

Steps 6 and 7: Review and Submission

The Review section will show the draft submission and what information is still required before submission. Submissions can be saved as a draft and completed at a later stage.

Proofreading: We will print your abstract from the version supplied by you. It will be printed exactly as submitted which means that any errors or spelling mistakes will show. Please proofread your submission very carefully.

If you are ready to submit your abstract, you need to agree to the Terms and Conditions and click Submit.

AMENDING AN ABSTRACT SUBMISSION

You can edit and revise your abstract before it is submitted by logging into the submission site and selecting the submission.

Please note that once you submit your abstract, you will be unable to edit it. If you need to make an edit prior to the submission deadline, please email the Conference Secretariat at ictmc@in-conference.org.uk

WITHDRAWING A SUBMISSION

If you want to withdraw a submission, please contact the Conference Secretariat at ictmc@in-conference.org.uk and ensure you receive a response.