**Submission Guidelines**

**Submission Regulations**

1. Please fill in the information and upload the abstract via the CUHK Qualtrics link by the deadline, 18 Oct 2021(Mon). Submission by letter, fax or CD/DVD will NOT be accepted.
2. ALL successfully submitted abstracts will be acknowledged within 6 working days.
3. Each author could submit more than one abstract, but the author MUST submit separately for EACH abstract submission.
4. If the abstract is confirmed to be accepted, only the presenting author will be notified of abstract acceptance by email. The presenting author will be required to register and confirm attendance.
5. Submitting an abstract implies the authors agree to publish the abstracts in the conference program book.

**Format of Abstract**

1. All abstracts must be submitted and presented in English.
2. File Format: Windows MS word, A4 size (210mm X 297mm)
3. Format of Content:
   * **Title:** Times New Roman font 14, use bold-faced and capitalized font type for the title. Abstract titles should be less than 30 words.
   * **Author and Affiliation:** Times New Roman font 10 and use bold-faced, full name of all authors should be listed (do not include titles e.g. MD, PhD). The presenting author should be underlined.
   * **Body:** Times New Roman font 12 and single space. The body of the abstract is limited to 600 words, excluding the title, author name and affiliation. Any abstract exceeding this limit will be automatically truncated. Simple tables or graphs (in blank ink) may be included.

For an **Original Research**, it should include: a) Objective(s), b) Methods, c) Results, d) Discussion and Conclusion and e) Reference.

For a **Project Proposal**, it should include at least: a) Objective(s), b) Methods, c) Potential implication and d) Reference.

**Template for Reference (Format of Abstract)**

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| --- |
| **Abstract Title**  **Times New Roman Font 14, Bold, Capitalized Font Type, Less Than 30 Words**  *Tai-Man Chan1, Mary Lee2*  *First Name (No Initials) Last Name, 10 point, centered, underline for the presenter*  1Author’s affiliation (Name of organization/affiliation, 10 point Times New Roman, centered);  2Department of Physical Education, Hong Kong Baptist University  3 Department of Health Technology and Informatics, Hong Kong Polytechnic University  Your abstract (Times New Roman font 12 and single space. The body of the abstract is limited to 600 words, excluding the title, author name and affiliation. Any abstract exceeding this limit will be automatically truncated. Simple tables or graphs (in blank ink) may be included.) For an Original Research, it should include: a) Objective(s), b) Methods, c) Results, d) Discussion and Conclusion and e) Reference. For a Project Proposal, it should include at least: a) Objective(s), b) Methods, c) Potential implication and d) Reference. |