ICASA Abstract Submission Overview

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INTRODUCTION

- In the context of ICASA 2021 an abstract is a stand-alone statement that briefly explains the essential information of a study, research project, policy or programme

- Abstracts are a key feature of every ICASA Conference Program

- All Abstracts selected for presentation are through a competitive and transparent process

- Detailed guidelines on Abstract Submission available on the ICASA website

- Bilingual requirement for abstracts (English and French) and any other language requires translation

GENERAL GUIDELINES

- The number of authors per abstract is unlimited. However, only one author can be listed as the presenting author.

- It is the author's responsibility to submit a correct abstract. Any errors in spelling, grammar or scientific fact will be reproduced as typed by the author.

- Abstracts must not have been published for presentation to any other national or international meeting. However, an abstract that was submitted but was not accepted in previous conferences are valid and may be submitted for future ICASA.

- Always make sure to check the final abstract with the system's preview function before submission, and edit or replace as necessary.
Tables, figures, literature references, and acknowledgments should not form any part of the abstract's content.

GENERAL GUIDELINES

- An abstract can be submitted and may be accepted although it has been previously published or presented at a national, regional or international meeting, provided that there are new methods, new findings, updated information or other valid reasons for submitting that can be provided by the author.

- If preliminary or partial data has been published or presented, the author is required to indicate the details of that conference, meeting or journal and the reasons for submitting the abstract to this conference. The Scientific Program Committee when making the final decisions will consider this information.

OPTIONS FOR SUBMISSION

- **Two options are available to choose from:**

➢ One suited mainly for scientific papers which should include **Background, Methods, Results** and **Conclusions**

➢The second option is most suited for presenting new knowledge or analysis that are important for understanding and responding to the HIV epidemic and its future implications. It is suited for information that was gained through systematic forms of knowledge production/ management, by means other than scientific research or evaluation including community level experiences and best practices in response to HIV and AIDS

ABSTRACT SELECTION

- Abstracts are selected, reviewed and published in the Conference Abstract book based on the category

- The author/s should choose the category which best describes the subject of their abstract. (Refer to the Tracks and Categories page of the website to get more information.)

- For the upcoming ICASA 2021 Conference a number of cross-cutting themes have been identified and these will help structure the whole program of the conference and will serve as a basis for interdisciplinary sessions which authors can clearly specify

- All submitted abstracts will go through a blind peer-review process carried out by a reviewing committee. Three reviewers will review each abstract.

- Notification of acceptance or rejection will be sent to the submitting (corresponding) author from 28th August- 5th September, 2021.

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ABSTRACT SELECTION

- Before one can submit an abstract, they need to create a Conference profile from which can be used to enter the abstract system

- One can also submit one or several abstracts from a single Conference profile.

- After an abstract has been created, modifications can be made until the abstract submission deadline (28th July 2021)

- No modifications can be made once the abstract has been submitted.

- Inclusion of gender breakdown of data is strongly encouraged, and should be provided as well as a comprehensive gender analysis in the results section whenever possible

- At the end of submission the author/s is required to give consent that upon review and selection your abstract would be published on the SAA/ICASA journal and all our platforms. Please note that this is compulsory before your submission would be considered validated and successfully submitted

ABSTRACT SELECTION: REVIEWING PROCESS

- All submitted abstracts go through a blind peer-review process carried out by a team of approximately 1,400 abstract reviewers, who are international experts in the field of HIV, in addition to members of the Scientific Programme and Track Committees
  - The abstracts and the scores are confidential
  - Each abstract is allocated to five (5) reviewers and should receive at least three (3) scores per abstract
  - Each abstract will receive scores for five pre-determined criteria on a scale of 1-6, where 1 is the lowest score and 6 is the highest. The final score will be the average of these 5 scores
  - Each criteria will have the same weight in the final score
  - The final score will be translated into a written recommendation regarding selection

ABSTRACT SELECTION: REVIEW PROCESS

- The Scientific Programme Committee of ICASA makes the final selection of abstracts to be included in the conference programme.

- Abstracts can be selected for oral presentation in Oral Abstract Sessions or to be presented as posters.

- A small number of the highest-scoring posters are selected for presentation in Oral Poster Discussion Sessions, whereas.

- The majority of the posters, however, will be displayed in the Poster Exhibition area

- Abstract selection is a highly competitive process, at the last ICASA 3107 abstracts were received and only 120 were selected for oral presentation

- ICASA also awards the best Abstracts for recognition and prize money at the Conference

ABSTRACT SELECTION: REVIEW PROCESS

- ICASA strictly requires all reviewer that perceive that they have a conflict of interest regarding an abstract or that it is not in an area of expertise to indicate this on the scoring sheet

- Abstracts that receive discrepant scores or an insufficient number of scores during the regular review period will be sent for "back-up" review to the SPC and Track members

- All conference abstracts are subject to the Conference Embargo Policy. Abstract content is confidential and reviewers are under no circumstance allowed to pass information obtained from an abstract to a third party

- ICASA uses a plagiarism software (I-thenticate) to screen all Abstracts before they are reviewed. Any submission which scores above 30% in terms of known content will be disqualified

QUESTIONS

If you have questions or need assistance please do not hesitate to contact us at abstract@saafrica.org