Abstract Submission Guidelines

Thank you for your interest in submitting an abstract for Gender Summit Europe 9. Please make sure you have read these Gender Summit Abstract Guidelines before submitting you abstract. Accepted abstracts will be published **as submitted** in the Gender Summit 9 Booklet of Abstracts. In order for your abstract to be reviewed, it has to fulfill the following conditions:

1. created using these Gender Summit Abstract Guidelines,
2. complete and proof-read
3. comply with word limits

How to apply:
For each submission, please apply via: https://form.jotformeu.com/gendersummit/2016-asubmission

On the form you will be asked for the following information:
A) Page 1: Abstracts
When producing the abstract, please follow the structure below and answer as precisely as possible the questions listed. The quality and relevance of your abstract will be evaluated against your answers to the five numbered points below. Addressing them concisely will greatly improve the peer review process.

Due to the limited area, the importance, method, results and novelty of the present work should be clearly presented not in a descriptive but in an informative manner.

The main body of the text can be followed by the list of references (if any). Examples of references are given below [1-2]. Omit the journal paper titles in the reference list.

Abstract Title: (maximum 60 characters)

Keywords: keyword1, …, keyword5 (max. 5 keyword, Times New Roman, 11 pt, italic)

Abstract Themes: You may select up to 2 of the following:

- Understanding the impact of environmental hazards on women and men
- Sexual dimorphism as driver of sustainable natural ecosystems
- The role of gender in research, development and technological innovation
- Integrating sex-gender knowledge into science curriculum and researcher training
- Gender aspects of leadership
- Integrating gender analysis into policy design, impact evaluation and policy agendas
- Advancing scientific understanding of how sex and gender influence research content, process and impact

Abstract Summary: Summary of or introduction to the main ideas to be presented in a short, captivating manner. This will also be used to attract people to your research. (*Required. Maximum of 50 words allowed.*)

1. Relevance

"Why is/ was it important to do this work?" - Summarize, preferably in one sentence, the state-of-the-art/essential background that has motivated you to undertake the work you wish to present. (*Required. Maximum of 150 words allowed.*)

2. Aims & Objectives

"What are/ were your key goals?" - Describe what you wanted to achieve, e.g. test particular hypothesis/fill in gap in knowledge/improve practice. (*Required. Maximum of 150 words allowed.*)

3. Methods

"How did you go about implementing your plan?" - What were the main elements of the work? What was the context in which the work was done? What data was collected, and analysed? (*Required. Maximum of 150 words allowed.*)

4. Results

"What did you find?" - What evaluation was performed and what were the main results/outputs from the work. Ideally, give example of specific and most important measurements/data. (*Required. Maximum of 150 words allowed.*)

5. Conclusions

"What does it mean?" - In a 1-2 sentences say why you think your findings/results/recommendations are important for presentation at the Gender Summit, and what are their potential implications. (*Required. Maximum of 150 words allowed.*)

References

[1]   A. Author, B. Nextauthor, and C. Anotherauthor, Phys. Rev. B 666 (2104) 500.

[2]   D. Yetanotherauthor, "Title of book chapter", in *Title of book*, eds. F. Firsteditor and G. Secondeditor, Plenum Press (New York, 1999) 999.

Image & description
Accepted formats: pdf, jpg,jpeg, png. Maximum file size 1024. Description may only be a maximum of 20 words.
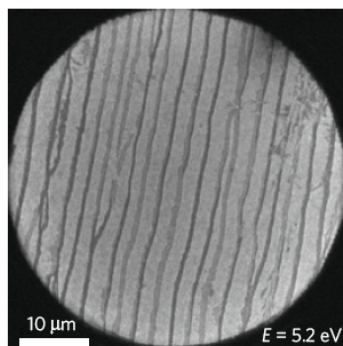

Fig. 1: LEEM image of graphene grown on SiC in an atmosphere of Ar

B) Page 2: Author(s)

You will be asked to supply the contact details of the corresponding author. Co-authors may also be added.

C) Page 3: Presentation & Terms

You will be asked to indicate your preferred style of presentation from the following options:

- Short talk + abstract in book of abstracts
- Poster presentation + digital poster + abstract in book of abstracts
- Digital poster + abstract in book of abstracts

Please note that the review committee reserves the right to change the presentation format for the one you select. However, you may use the 'Preference' box on the form to indicate that if you are not selected for your preferred format, you do NOT want your abstract to be considered for another format the review committee may recommend.

You will be asked to agree to the following terms:

"Accepted abstracts will be compiled into the Book of Abstracts _as submitted_. In order to be considered, abstracts have to be submitted by the deadline and follow the following conditions: (1) created following the Gender Summit Call for Abstracts guidelines, (2) complete, proof-read, (3) comply with word limits. Abstracts that do not follow the outlined conditions may be excluded or appear faulty.

By submitting an abstract, you authorize its inclusion, confirm that the names of all the co-authors have been included and that these co-authors have read and agreed to this submission.

D) Page 4: Grants & Submission

Here you may apply for the following grants before submitting your abstract application:

Poster Prize

Research and projects by **early-stage researchers** created within the **framework of their PhD studies or a PhD programme** may apply for the **Gender Summit Prize**. If you are currently working towards your PhD, are submitting a poster, and wish to enter your work for the Poster Prize, please tick the box below.

Participation Grant

Researchers working at **non-profit** organisations (universities,..) in one of the **following European countries** may apply for a participation grant which will allow them to **register at a discount** during the early-bird and normal registration phase:

> (a) 65% discount on registrations: Albania, Bosnia and Herzegovina, Bulgaria, Kosovo, Macedonia, Moldova, Montenegro, Romania, Serbia, Ukraine
> (b) 35% discount on registrations: Belarus, Croatia, Estonia, Greece, Hungary, Latvia, Lithuania, Poland, Portugal, Turkey

Gender Summit Facilitator Grant
Early-stage researchers with previous experience working at research conferences can volunteer to act as a Gender Summit Facilitator in the following areas:

- <u>discussion facilitator</u> – help the discussion leaders by passing along the floor microphone & timing the debate
- <u>session rapporteur</u> – provide a written summary of a session or discussion (excellent written English required)
- <u>social media rapporteur</u> – report on the Gender Summit via Twitter, Facebook and other social channels; post images and connect with virtual attendees online
- <u>speaker support</u> – look after the needs of a particular speaker, ensure their presentation is ready & loaded and accompany them to their session.

Working with the Gender Summit Team will offer you important insight and experience concerning high-level scientific events. In exchange for a minimum of 5 hours of support, we will also offer you a 30% reduction on the registration rate.**The number of grants and contributions available is limited and depends on the ability of our partners to extend such support.**

Submission
Upon submission you will receive a confirmation email. This email will contain an edit link where you can edit your abstract until the abstract submission deadline. No changes will be allowed after the deadline. Any questions or technical issues please email: gendersummit@davinci-institute.eu

Abstract Submission Deadline is 1 July 2016, 23:59pm CET. Only abstracts submitted by the deadline will be reviewed