**Guidelines for Abstracts**

**Guidelines for Authors about Preparation and Submission of the Abstracts for
the ICEVI Eastern European Conference 2016 to be held in Tbilisi, Georgia, „14-17 December, 2016**

These guidelines explain the process for preparing and submitting the abstract for the Eastern European Conference 2016.

**Deadline:** The deadline for abstract submission is **November 14, 2016**. Abstracts received after the deadline are not guaranteed to be included in the abstract book or CD of abstracts and in the conference programme. However, all the selected abstracts will be included in the conference book and CD of abstracts.

**Method of Submission:** The Abstract may only be submitted via E-Mail to mariani.contact@gmail.com,

abstracts sent by fax or regular mail will not be accepted.

**Confirmation of Submission:** After you submit your abstract, you will receive a confirmation email containing the title of your abstract, your abstract number and the submission date. Please remember to save your abstract number as it will be used for corrections, scheduling and notification.

**Evaluation of abstracts by the Scientific Committee:** The Programme Committee will send your submitted Abstract to the Scientific Committee - a panel of reviewers. The reviewers will have a list of criteria to help them make a decision regarding whether your Abstract will be accepted or not. Please carefully read the sections **“content of the abstracts”**, **“format of the abstracts”, and “criteria for the acceptance of abstracts”**

**Notification of Acceptance:** Authors will receive confirmation of accepted abstracts on November 25**, 2016.** Following notification of acceptance, the first author must register online for the conference at the latest by December 05**, 2016**; abstracts can only be accepted on receipt of the registration fee **via** a bank transfer, please ensure to send the scanned receipt by E-Mail.

**Type of Presentation:** Authors can send abstracts for **oral** or **poster** presentation and **workshop** but the scientific committee retains the final decision to choose the type of presentation. Accepted abstracts will be published in the Abstract Book and on the abstract CD besides on the WEB sitefor the ICEVI Eastern European Conference 2016.

# ****Content of the abstracts:** Abstracts may be based on either **“best practices”** or **“scientific research”.** Ensure that the topic of the presentation relates to the theme “Partnership \_ parent-professional cooperation in the process of education of visually impaired children’’ and the conference scheme.**

# **Please outline how your thoughts as expressed in your presentation, are shaped by the implication of parents’ and professionals’ cooperation in the process of education of visually impaired children and adolescents by considering one of the following:**

# **0-6 infancy and early childhood \_ early intervention**

# **7-18 primary, secondary and high school,**

# **15 and above vocational education,**

# **18 and above higher education.**

# **And the topic of interest;**

1. Specialists role in empowering the parents,
2. **Parents Participation in daily life of visually impaired children**
3. Parents participation in academic life of visually impaired children,
4. Legislation and regulations regulating the role of specialists and involvement of parents in the process of education,
5. **Environmental factors hampering and/or supporting parents involvement,**
6. **Personal factors.**

**Format of the abstracts:**

**Paper Size and Margins:** Please set your word-processing software for standard US letter-size paper (8.5 in × 11 in, or 21.6 cm × 27.9 cm). Margins should be set to 1 in (2.54 cm) on all four sides.

**Language and Length:** Abstracts must be submitted in English or Russian and cannot be more than 350 words.

**Title:** Font must be 12 pt. Times New Roman, bold, left aligned. Make the title brief, clearly indicating the nature of the investigation. Capitalize only the first word of the Title.

**Authors:** Font must be10 pt. Times new roman, bold, left and right justified. Authors list should appear immediately under the title. Authors should be listed by full name The name of the author expected to present the paper should be underlined (most often it will be the first author). The first author\*\* named will normally be the first point of contact in communication with the conference host commitee. Do not include degrees. Use a carriage return after the author list, but do not leave a blank line.

**Affiliations:** Font must be 10 pt. Times new roman, italicized, left and right justified. Affiliations should appear immediately under the author list; if the authors are affiliated with different institutions, the affiliations should be clearly marked with superscripts (using only lowercase letters) indicating to which author they refer. Affiliations should be separated by comas, and should include the Department, Institution, City, and Country. Leave a blank line after Affiliations.

**Body text:** Font must be 12 pt. Times new roman, left and right justified, 1.5 spaced with a carriage return between paragraphs. You can leave a blank line between paragraphs. Sub headings (i.e. Background, Methods, Results, Discussion, and Conclusion and Keywords) must be bold. A Maximum of 6 keywords will be accepted. Please, Do not include any figures or tables in your abstract.

\*\* The First author will need to provide a full mailing address (including country), email and phone on the abstract submission form as they will be the contact person.

**Criteria for the acceptance of abstracts:** The Scientific Committee will evaluate and decide the abstracts based on the following criteria that will help you to complete your abstract.

• Abstract form is completed correctly (format, length, English or Russian,etc)

• Abstract

* Fits into the conference theme
* Fits into the conference scheme
* Has universal interest
* Reflects cultural awareness, competence, and relevancy

• Abstract is written in a scholarly manner for example

- the title clearly reflects content;

- there is an appropriate use of language,that is grammatically correct;

- it is well constructed and balanced;

- the issues are clearly introduced and logically defined with suggested

 outcomes or conclusions

• Presentation shows original content in both “best practices” or “ scientific research”

* Content of “best practice” reflects the results of a national or larger project or relevant local Project, Innovative program, technique or practices
* “Scientific research” should briefly include objectives/purpose, method, results and conclusion.

In some instances, the Scientific Committee may feel that a proposed paper may be better presented as a Poster. You will be informed of this decision and given this option.

Unfortunately, some Abstracts will not be accepted. This is usually because

• It does not fulfill the criteria outlined above,

• It would be of very limited interest to the participants

• It does not reach the required standard for an international conference

• It does not fall naturally into one of the focus/topic areas

• The subject area is outside the remit of the conference

If you require further help, please contact the address mariani.contact@gmail.com

Good Luck!