

## DEVELOPING A MEDICAL CONFERENCE ABSTRACT BOOK

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The development of a Medical conference abstract book is a valuable resource that provides attendees with a brief overview of the research presented at a conference. As a journal editor, one can play an important role in creating a great abstract book that will benefit conference organizers and attendees.

Here are some important points to consider before developing an abstract book:

- Define the scope and format in relation to the conference. That will help in streamlining the whole contents of the book.
- Explain the specific topics that the abstract will cover. That includes committees, state-of-the-art lectures, verbal/oral, workshops, and poster presentations.
- Determine the structure of the abstract, including the number of pages, sections, and format. Set the number of words for each section. Set download guidelines if the book is made available online.
- Content: An emphasis should be placed on the structure of the contents included in the book. These might be different for different components of the book. For example, the contents of a state-of-the-art lecture will be different from that of an oral presentation of original research. A poster will need to mention relevant sections such as the objectives, methods, results, conclusion, and references.
- Formatting: Provide guidelines for fonts, spacing, citation style, and others. Keep the layout and style consistent throughout the book. Create a professional abstract book template. Organize summaries logically and visually.
- Establish an evaluation process: Establish a peer review system to ensure the quality and relevance of submitted abstracts before in-

cluding these in an abstract book. Establish clear criteria for reviewing abstracts, such as academic merit, originality, and clarity.

- Collection and organization of abstracts and other contents of the conference before presenting these in the form of a book must be done through a committee comprising subject experts and organizers. Organize summaries of the workshops, state-of-the-art lectures, and other events according to their topic or theme.
- Quality Control: Ensure all downloads follow established guidelines. Send feedback to the authors and suggest edits if necessary. Read the entire book carefully for grammatical, spelling, and formatting errors. Make sure the style and wording are consistent.
- Printing and distribution: Decide whether you want to publish the book and summaries in print, digitally, or both. Decide how the book will be distributed to participants and other stakeholders. A virtual abstract can provide an easy way and reduce costs. You can provide services such as abstract formatting or editing to authors. Use your channels to promote the book and encourage your audience to download or buy it.

You can contribute to the success of your medical conference and increase your reputation. The abstract of the medical session can be published before the start of the session. Some reasons why early publication of the abstract can be beneficial are; Participants can review abstracts and plan their meeting agenda. An abstract book can be used to advertise the event and attract more participants. Participants can use this book to identify colleagues or research partners, or share their work with others.

## CONCLUSION

An abstract book can be issued before or after the session. This is a common practice for several reasons. An abstract book provides an overview of the research presented at the conference and is kept for future reference. This document may be distributed to the general public, including those who did not attend the meeting. Researchers may cite short articles in their work, even if they do not attend the conference. However, there are some disadvantages to publishing abstracts after the event. Information contained in abstracts may be lost over time. Some of the research presented at the conference is no longer relevant or groundbreaking. This book may be of limited accessibility to those interested in the latest developments in the field. The conference will provide an opportunity for deep conversations, presentations, and connections that cannot be fully replicated in a book. Ultimately, the decision to publish an abstract book after a conference depends on the specific goals of the conference organizers and the value of the book to the scientific community.

## REFERENCES

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