

Guidelines for submission of abstracts

The Conference offers you the opportunity to freely design your abstract submission. However, abstracts submitted should contain following statements:

- **Title** (limited to 30 words)
- **Keywords**
You must provide a minimum of three keywords
- **Background**
Indicate the purpose and objective of the paper
- **Results/Lessons learned**
Present as clearly as possible the contribution of this paper
- **Summary**
Explain the significance

Font

The standard font is Arial. Size 12.

Form of Presentation

You can submit your abstract as an oral presentation or a poster.

Word Limits

The abstract text body is limited to 350 words. Titles are limited to 30 words.

Deadline for submission

February 15, 2015.

Submission Confirmation

After submission of the abstract, a confirmation email will be sent to the abstract submitter. An ID number for the abstract will also be provided.

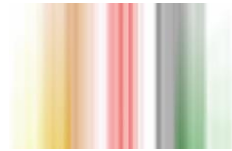
Notification of Acceptance:

Early April, 2015. The Conference Program Committee will determine the format, day and time of presentation.

The presenter will be required to register to the Conference by **May 01, 2015** to confirm their acceptance and be included in the Conference Program. Accepted authors who do not register by the deadline will not be included in the Conference Program.

Review

Please review your abstract prior to submitting it. The content you see on the review page will be used for publication purposes.



Withdrawal

Withdrawal is still possible after the submission deadline. If you want to withdraw an abstract already submitted, please notify us as quickly as possible at ihsrc2015@hist.no stating the title and submission ID number of the abstract to be withdrawn.

Cancellation terms

Cancellation within Jan 31: Full refund of prepaid fees
Cancellation within March 31: 90% refund of prepaid fees
Cancellation within May 31: 50% refund of prepaid fees

Presenter Instructions

Presenters are given 45 minutes – 30 minutes for presentation and 15 minutes for discussion. Discussion is often vital to work presented, and these times will be strictly adhered to.

PC/laptop, LCD projector and a microphone will be provided in each session room. Please check with the session organizer to make other arrangements. Internet connection will also be provided.

It is important to arrive to the session room at least 10 minutes prior to start. It is important that you have your Power Point presentation file with you. Help for getting started will be provided.

We would like to collect and archive all presentations from the Conference. Please forward a copy of your presentation to ihsrc2015@hist.no.