

Asia QA Forum

4th International Conference

(September 5-6, 2019, Bengaluru, India)

Theme: GxP Regulations – Expectations, Challenges and Quality Focus for Global Needs

Guidelines for Preparing Abstract, Biography and PowerPoint Presentation Slides

General

- Use the attached template for preparing Abstract of presentation and Biography of author(s)/speaker(s). Also, use the attached PowerPoint template for preparing slides.
- Specific font type and size have been set in the templates. Please do not change them.

Title and Author(s) name & address

- Use only 'title case' (capitalize the first letter of each word, except for certain small words, such as articles and short prepositions).

Abstract and Biography

- Use 'sentence case' (capitalize only the first letter of the first word in a sentence).
- In case two or more authors are involved, add biography of each not exceeding 150 words in separate paragraphs.

PowerPoint Presentation (slides)

Each presentation is for 30 / 45 minutes, followed by Q&A. It is valuable to cover compliance requirements and challenges, including diversity of practices, expectations of different stakeholders and experiences of regulators, test facilities and sponsors in order to promote greater understanding of regulations and compliance aspects among participants. Consider covering/interpreting GxP requirements globally as appropriate to the topic.

While preparing slides, consider the following points:

- **Font: Arial Black**
- **Font size: 18 or larger**
- Limit the number of slides to enable completion of presentation within the available time
- Avoid too much text in each slide. Use diagrams, graphs, pictures, etc.
- Bring out complexities, even if there are no obvious solutions, for discussion
- Cite references as appropriate (also good to identify specific section/part, sub-section, etc., of Regulations / OECD Principles of GLP or others)

Submission of Abstract, Biography and PowerPoint Presentation

The conference material will contain printed Abstract, Biography and PowerPoint Presentation. Hence, it is important that authors submit these as early as possible by e-mail.

- Last date for submission: 5 August 2019
- Early submission is most welcome as it would help printing

Note: For any clarification, please contact by e-mail (president@icsqa.org) or phone (+91 9845218726)