

# ABSTRACT REVIEW PROCESS

## Introduction

The abstract review group consisting of technical committee members will undertake a review of all abstracts and provisionally allocate acceptable ones into a draft program for the Technical Committee Chairman's consideration.

## Major Milestones for Abstract Review

ITEM	DEADLINE
Abstract Submission Closes	30 <sup>th</sup> April 2020
Response to Authors	15 <sup>th</sup> May 2020
Technical Program Finalized	12 <sup>th</sup> June 2020

## Abstract Review Process

Technical Committee members will review abstracts submitted for their session based on the Abstract Review Criteria and will submit the Abstract Score on the system no later than 7<sup>th</sup> May 2020.

	Criteria	Score ( 0-5)
<b>Quality of Content</b>	Introduction/Rationale	
	Objectives	
	Methods/approach	
	Results/practice implications	
	Conclusions	
<b>Educational Value</b>	Interest and appeal to process engineering audience	
	Important contribution to research/practice/theory or knowledge	
	Novel or innovative contribution, relevant to the conference theme	
<b>Quality of Written Abstract</b>	Self-contained	
	Coherent & readable	

## Abstract Review Criteria

1. Each abstract will be reviewed by 3-5 committee members and GDA SMEs and final acceptance will be done by the Technical Committee Co-Chairs

## Individual Criterion Outlined

### Quality of Content

#### *Introduction/Rationale*

Introduction or rationale must provide a clear background to the rest of the abstract and should be reinforced in the conclusion.

#### *Objectives*

Objectives must outline the content or expectations of either the project (generally appropriate for research, practical case studies and education topics) or the presentation (may be more appropriate for experience-based presentations, workshops or other presentation formats).

#### *Methods/approach*

Methods or approach must provide a clear description of the methodology used, and it must be appropriate to the objectives and rationale of the project or presentation.

#### *Results/practice implications*

Results or practice implications must indicate clearly the findings of the project/presentation, and they must be consistent with the methodology and objectives.

#### *Conclusions*

Conclusions must be consistent with the introduction or rationale and objectives so that the information is complete.

## Educational Value

### *Interest and appeal to process engineering audience*

What would be of interest to them? Is the content relevant? Does it bring a perspective that is relevant to current practice?

### *Important contribution to research/practice/theory or knowledge*

Does the abstract indicate the possibility of changing current practice? Does it add significantly to the current body of work in this area?

### *Novel or innovative contribution, relevant to the conference theme*

Is the information novel/unique/innovative in some way? Is the approach or methodology new or different from known approaches? Do the results provide support for a new approach or for changing an accepted approach? Are the ideas presented provocative? Does the abstract reflect the theme of the conference?

## Quality of Written Abstract

### Self-contained

Is the abstract self-contained? It is important to consider grammar and writing style in this section only, and not let poor grammar influence all ratings; some readers rate this section first and rate on first impressions. Try to be objective. Look for judicious use of acronyms, abbreviations, references.

### Coherent & Readable

The abstract should be clear on first reading; repeated readings for clarity indicates lower readability. The content should be in a logical sequence. Remember that English may not be the first language of many authors

## Important Information

Please login with your username and password. In case you do not have a username yet, you will be requested to subscribe first. With your profile, you will have access to your abstract submission and handling.

For questions regarding the online submission process, please e-mail: [rachel@e3-worldwide.com](mailto:rachel@e3-worldwide.com) For urgent queries, please contact Rachel George at +971 4 4270739.

### Instructions for Abstract Submissions

- Abstracts should only be submitted in English via the website
  - The abstract title is limited to 24 words
  - The abstract must be concise and contain less than 500 words, including spaces
  - The abstract should include the first author's and all co-authors' names and organizations
  - The abstract should be approved by management/ legal department
  - The use of standard abbreviations is acceptable. A special or unusual abbreviation must be placed (in round brackets) after the first appearance of the word(s) for which it stands
  - Authors can include only one figure, table or black and white illustration (maximum width 7 cm). Color illustrations will be printed in black and white in the abstract book
- The preferred font is Verdana 7

### General Instructions

- Please follow the instructions on the screen.
- When finalizing the on-line submission, it is imperative to click the «submit» button for final submission of the abstract. A message will then appear informing you that the abstract has been registered successfully.
- The abstract submitter will receive an e-mail confirming the successful submission of the abstract. This confirmation of abstract receipt is NOT a notice of acceptance of your abstract.
- In case no confirmation from GDA Conference 2020 Technical Committee is received after 15<sup>th</sup> May 2020, the abstract submitter should contact [rachel@e3-worldwide.com](mailto:rachel@e3-worldwide.com).

- Submitting an abstract for presentation does not constitute registration for the conference. Abstract presenters must register to attend the conference [here](#).
- The Technical committee reserves the right to reject abstracts that are not found to be relevant for the conference

#### **Rules**

- The presenting author must ensure that all co-authors approve of the abstract's content before submitting the abstract.
- Abstracts must be submitted and presented at the conference in English.
- Notification of receipt and acceptance will be sent to the abstract submitter only.