



Bangladesh Quality Improvement Convention 2026

Abstract Submission Guidelines for Poster Presentation

1. General Instructions

- A. Abstracts must be submitted online only via the official convention web portal.
- B. Submission Deadline: **15 November 2026**. Late submissions will not be accepted.
- C. All abstracts must be written in English.
- D. Please note that the submission of an abstract does not imply or guarantee its acceptance. All abstracts will be subject to a formal peer-review process by the Abstract Review Committee.

2. Abstract Thematic Areas

Authors must select one track from the following:

- A. Theme 1: Service delivery and gender-equity based Care
- B. Theme 2: Quality improvement model/initiatives
- C. Theme 3: Climate resilient health intervention
- D. Theme 4: Digital health and innovation
- E. Theme 5: Infection prevention and antimicrobial stewardship
- F. Theme 6: Primary health care/universal health care
- G. Theme 7: Communicable disease control and outbreak preparedness

3. Text and Formatting Specifications

All submitted abstracts must strictly follow these formatting guidelines:

- A. File Format: Submit via online form; file upload (PDF/DOCX) optional for additional figures.
- B. Word Limit: Maximum 350 words for abstract body (excluding title, authors, affiliations).
- C. Font: Arial
- D. Font Size: 12 pt
- E. Text Alignment: Left-align
- F. Line Spacing: Multiple (1.5)
- G. Paragraph Spacing: 6 pt after each paragraph
- H. Title: Bold, Title Case, 12 pt font size
- I. Author Names: Bold, 12 pt; presenting author underlined
- J. Affiliations: Italics, 12 pt
- K. Keywords: 3–5 words, listed below the abstract body (12 pt)
- L. Figures/Tables: Not allowed in main text (unless submitted as an optional attachment, max 2MB)
- M. Maximum File Size: 5 MB.

4. Declarations

- A. Author(s) MUST declare that the abstract must be an original work.
- B. Declaring that he/she/they are giving permission for the submitted abstract to be reviewed, published in the QI Convention proceedings and presented during the event.
- C. Author(s) should understand that submission of an abstract does not imply or guarantee its acceptance.
- D. Authors must confirm adherence to ethical standards (IRB/IEC approval if applicable).

5. Submission Process

- A. All abstracts must be submitted electronically via the convention's **official submission portal** by the deadline.
- B. Submissions via email or post will **not be accepted**.
- C. Authors must ensure that the abstract is thoroughly proofread before final submission

6. Presentation Format

Accepted abstracts will be assigned as: Poster Presentation

7. Important Dates

- A. Abstract Submission Opens : October 1, 2026
- B. Submission Deadline : November 15, 2026
- C. Abstract withdrawal Deadline : November 20, 2026
- D. Notification of Acceptance : Will be notified by the first week of December 2026
- E. Notification of Non-Acceptance : Will be notified by the first week of December 2026

8. Sample Abstract Template

- A. Title (12 pt, Bold, Title Case)
- B. Authors (12 pt, Bold)
- C. Affiliations (12 pt, Italic)
- D. Abstract Text (12 pt, left-aligned, Multiple spacing 1.5):
 - Background
 - Objectives
 - Methods
 - Results
 - Conclusion
 - Keywords

9. Author Privileges

- A. Complimentary registration is granted only to the **presenting author** of an accepted abstract (for both single and joint submissions). Co-authors must complete standard website registration to attend.
- B. Authors whose abstracts are not selected are still very welcome to attend the convention as delegates. You may register via the website once submission results are announced.

10. Poster Printing

- A. All authors whose abstracts are accepted for poster presentation are solely responsible for the design, printing, and transportation of their posters to the convention venue.
- B. The convention organizers will **not provide on-site printing services** or bear any cost related to poster preparation.

- C. Detailed guidelines for poster printing and display will be communicated via email to the authors of all accepted abstracts.

Contact Information

For any queries related to abstract submission:

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