

ECHO Case Study Submissions Guidelines Draft

You are invited to submit informative and relevant case studies in a word document using the [approved template](#) and following all guidelines below:

- All case studies must be original work, submission acknowledges consent to publication of the case study in the Conference proceedings and Conference app.
- The presenting author must be listed as an author on the case study during submission. If for any reason the nominated presenting author cannot attend, a replacement author can give the presentation but the replacement presenter must have been listed as an author during the original case study submission and subject to approval by the Organising Committee. If no named authors are available to give the presentation, the case study must be withdrawn.
- The presenting author will be required to register and pay for the Conference in order to ensure their case study(ies) is included in the final program. Failure to register will result in withdrawal of the presentation. Presenting authors must register by 14th February 2025.
- Case studies will not be accepted if they have previously been presented at national or international conferences.

Case Study Format

Your abstract must be prepared using [this template](#). Please download this now and complete prior to starting your submission process. Please save the file using the first 5 words of your title as the file name. You will upload this document as part of your case study submission.

- Images and videos can be included with the case study. Please refer to and include the images within the document. A maximum of 3 video files (AVI or MP4) may be included with your presentation.
- Please only use standard abbreviations or define them in full.
- Please use Arial font, size 11pt.
- Please limit your case study to 250 words (excluding titles and references)
- Paragraphs should be separated by an empty line, please do not indent the first line of a paragraph

Please note:

- Accuracy is the responsibility of the author, please ensure you have proof read your document carefully.
- Whilst every effort will be made to ensure the reproduction of symbols, accuracy of symbols cannot be guaranteed in the reproduction.

Case Study Title

Please write the title in sentence case (capitalising only the first word and proper nouns), do not use quotation marks.

Conflict of Interest Statement

If any research described in the case study was supported by a commercial company you must indicate the company's role in analysing the data or preparing the case study. You will be asked to supply the following statement during the submission process:

"No conflict of interest to disclose".

"This research was supported by _____. The company had no role in analysing the data or preparing the case study."

"This research was supported by _____. The company *insert free text describing company role in data analysis or case study preparation.*"

This conflict of interest statement is mandatory for all case studies submitted and where there is a conflict, this will appear wherever the case studies are published. For accepted presentations, please ensure you include a slide disclosing the conflict of interest within your presentation.

Queries

If you have any queries, please refer contact us at echo@theconferencecompany.com.