Sri Lanka CoSHH Conference 2025; Abstract Submission and Presentation Guidelines.
The 30th Annual Scientific Sessions of the Sri Lanka College of Sexual Health and HIV Medicine (SLCoSHH)

1. PREPARATION OF THE SUBMISSION

All submissions should have a covering letter.

Covering letter	should be addressed to the editor-in-chief which should explain the following **1. Originality:** disclose any previous publications or any overlaps and address any conflicts of interest **2. Use of AI tools:** disclose regarding the use of AI (type, version and the purpose) Use should be limited to spelling, grammar, language improvement, and data analysis **3. Contact details:** contact details of corresponding author and all other authors should be mentioned (emails are mandatory)
Abstract	Abstract must be typed using the font Calibri, 11 points, with 1.0 spacing. Use A4 paper size with normal margins and without indentation. **Word count:** 350 excluding titles, author names, affiliations and headings **Contents:** (i) Title, (ii) Author line/s and (iii) affiliations on the top. The body of the text should have following appropriate level 1 headings *For original research articles:* (i) Introduction, (ii) Objective/s, (iii) Method, (iv) Results, and (v) Conclusions *For case reports:* (i) Introduction, (ii) Case report, (iii) Discussions and (iv). Conclusions **Guideline for the use of units:** Use SI units throughout, except for blood pressure and haemoglobin content. **Guideline for the use of drugs and instruments** Drugs: Use generic names for all drugs with trade names within brackets if there is any special need. Instruments: Use generic name with trade name and manufacturer within brackets

2. AUTHORSHIP

Authors should meet conditions A, B and C below to claim authorship of the paper.

(A)	Substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data
(B)	Drafting the article or revising it critically for important intellectual content; and
(C)	Final approval of the version to be published.

The author/s surnames should be followed by the initial/s. Do not use prefix/s as Mr/ Mrs /Dr or Professor.

Only humans can be authors and AI tools cannot be credited as authors. All content generated using AI tools must be reviewed and edited by the authors and they should bear full responsibility for the accuracy, originality, and integrity of the manuscript.

3. HOW TO SUBMIT

Covering letter and the abstract should be submitted by email.

editor.srilanka.coshh@gmail.com

Kindly note that abstracts not confirming to the specifications will be rejected.

4. SELECTION OF ABSTRACTS

Staff of the editorial board will review submitted articles. Based on the reviews, abstracts are selected for **oral presentations** or **poster presentations** considering the
originality of the work, importance of the research problem, timeliness, clarity, acceptable use of AI, methodology, validity of data, scientific strength, and appropriateness for the CoSHH conference.

Editors reserve the right to modify style, shorten articles, and make editorial corrections where necessary. All accepted articles for publication will be acknowledged to the corresponding author.

5. PRESENTATION GUIDELINES

ORAL PRESENTATION GUIDELINE

Presentation: Each paper will be allowed a total 15 minutes, 10 minutes: for the presentation and 5 minutes: for the discussion. Date and time will be notified by the conference organizers.

Evaluation: will be done by a panel of judges during the oral presentation at the free paper session of the conference.

Preparation: Prepare your oral presentation using presentation software. (preferably use Power Point). if you hope to run different file formats, you need to inform it to the organizing committee early on the day of the free paper presentation.

Submission: Presentations need to be submitted to the organizing committee before the free paper session.

E-POSTER PRESENTATION GUIDELINES

Presentation: E-posters presentation will have an image display (LCD panels are provided) and presenting author should be a registered author of the conference.

E-poster evaluation: The panel of judges will view your poster and listen to your presentation at site for evaluation

Preparation of the poster: Authors are encouraged to prepare posters using the Power Point template provided by the conference organizers. However, authors are free to use any suitable software prepare posters such as *Photoshop, Illustrator, publisher etc*

Size: Height – 1280px (17.78 inches) Width – 720px (10 inches), Screen resolution – 72dpi, Colour mode – RGB Safe zone – 0.25 inches all around

Submission of E-posters: Submit e-poster files to the secretary, Sri Lanka College of sexual health and HIV medicine using the email below

Email to: srilanka.coshh@gmail.com

6. AWARDS

Best oral presentation and the poster presentation will be selected and awarded with valuable gifts and certificates. Time of the award presentation will be notified by the organizing committee.

7. For further details
Kindly contact
Dr Manjula Rajapakshe (Editor-in-chief)
Dr Nalaka Abeygunasekara (Assistant Editor)
Dr Ajith Karawita (Assistant Editor)

Sri Lanka College of Sexual Health and HIV Medicine, Wijerama House, No. 06 Wijerama Mw, Colombo 07

Tele: +94(011) 2690230, +94 (076) 7711107
Email: editor.srilanka.coshh@gmail.com
Web: http://www.slcoshh.org/

Notes:
Details of the conference policy on AI use (Box 1) and guideline on poster preparations are mentioned in relevant boxes

---

Box 1: Policy on use of AI tools
Authors should adhere to the following guidelines regarding the use of AI tools.
- Authors may use AI tools to improve spelling, grammar, language and data analysis.
- Authors should disclose any use of AI tools in the covering letter with the type and the version and the extent of its use and the purpose.
- All content generated using AI tools must be reviewed and edited by the authors, who bear full responsibility for the accuracy, originality, and integrity of the manuscript.
- AI should not be used to produce scientific content, make conclusions, or substitute critical analysis. The use of AI must be always under human oversight (avoid AI hallucinations)
- Fabrications of any content using AI is completely prohibited (AI fabrications)
- Generation of Images, figures, or graphical content using AI is not permitted unless explicitly stated and justified.
- Type and version of the AI tool cannot be credited as an author in the paper and should not mention under acknowledgement
- The use of AI tools should not compromise ethical standards of the study

---

Box 2: General information on poster preparation
- The poster should be a visual presentation of your submitted abstract and should be easily readable
- The message should be simple, concise and understandable to the reader without a support.
- Avoid using mixtures of type/font styles and avoid all capital text as it is difficult to read.
- After the title the 2 most important panels are the **introduction** and the **conclusion** on the basis of these two headings, the reader will decide whether to consider the other details. These panels should be simple concise and visually attractive.
- Results should be represented as graphically as possible
- The poster presentation MUST contain only one slide without animations or videos.