

ANNUAL RESEARCH SYMPOSIUM 2025
POSTGRADUATE INSTITUTE OF MEDICINE
UNIVERSITY OF COLOMBO

**Parallel Session on Administrative and
Managerial Aspects**

CALL FOR ABSTRACTS

The Editorial Committee of the Annual Research Symposium of the Postgraduate Institute of Medicine (PGIM) of the University of Colombo, Sri Lanka invites abstracts from Administrative staff and Academic support staff of the University of Colombo be considered for presentation and publication at the Parallel Session on Administrative and Managerial Aspects, of the Annual Research Symposium (ARS) of the PGIM to be held on the 7th of November 2025.

**Deadline for Abstract Submission: 30th of September
2025**

For submissions, please use the following **link**:

<https://forms.gle/Z7BPfhcJSvaptSs46>

For inquiries: e-mail: ars@pgim.cmb.ac.lk, Telephone: + (94) 112689266

(Guidelines for preparation of abstracts are attached)

Author Guidelines

This parallel session in the PGIM Annual Research Symposium will accept abstracts related to, administrative and managerial aspects from the Administrative staff from the University of Colombo.

Abstract guidelines:

- ✓ The abstract must report original research not previously published elsewhere.
- ✓ **Title:** The title should be brief and reflect the study reported. Capital letters should be used only for the first letter in the first word of the title and proper nouns.
- ✓ An author may submit a maximum of one abstract as a single author and up to three abstracts as a co-author. No author shall submit more than four abstracts in total,
- ✓ Priority will be given to authors affiliated to the PGIM, University of Colombo (as a trainee, trainer or an examiner) and should be mentioned as at least one of the affiliations,

- ✓ **The authors' names and addresses:**
 - a) Capital letters should be used only for the initials and the first letters of the surnames of authors,
 - b) The address of the Institution where the work was carried out should be included under the author's name,
 - c) If the collaborators are from different Institutions, the addresses of the institutions should be included in brief,
- ✓ **Keywords:** A maximum of five,
- ✓ **Format:** Abstract shall be structured as Introduction, Objective, Methods, Results, Conclusion
- ✓ **Length:** Maximum 300 words, excluding title, author affiliations, acknowledgements, and key words.
- ✓ Standard abbreviations of SI units should be used,
- ✓ Acknowledgements should be restricted to the names of funding agencies providing sponsorship,
- ✓ The abstract should be coherent and free of language errors,

- ✓ A covering letter signed by all co-authors, including the last name of all authors with initials and their affiliations and signatures should be uploaded along with the abstract.

Submission: Please use the online form available at the PGIM website:

<https://forms.gle/Z7BPfhcJSvaptSs46>

Deadline: 30th September 2025

Kindly note that the abstracts that are not prepared according to the guidelines provided or are submitted after the deadline will not be considered for review. The Editorial Committee reserves the right to suggest alterations to the text of the abstract in order to improve its quality.

**Editorial Committee
PGIM ARS 2025**