

# FORECAST Conference 2026 - Guidelines for Abstract Submission

## *Science and Innovation for a Sustainable Caribbean*

Authors are kindly requested to follow all instructions carefully when preparing and submitting their abstracts.

### 1. Abstract Content

- **Word Limit:** Maximum of **250 words**.
- **Language:** Abstracts must be written in clear and concise English.
- **Structure:** A single, continuous paragraph is preferred. The abstract should succinctly include:
  - Background/Introduction
  - Objectives
  - Methods/Approach
  - Key Results
  - Conclusions/Implications
- **Originality:** Submissions must present original and unpublished work and should not have been presented at other conferences prior to FORECAST 2026.
- **Relevance:** The content should align with the conference theme, *Science and Innovation for a Sustainable Caribbean*.

### 2. Formatting Requirements

All abstracts must follow the “**Scientific Reports**” (<https://www.nature.com/srep/>) formatting style:

Element	Requirement
Font	Bookman Old Style
Font Size	12 pt
Line Spacing	Single
Alignment	Justified
Margins	Standard (2.54 cm / 1 inch on all sides)
Word Count	Maximum 250 words

### 3. Title

- Use **Title Case** (capitalize the first letter of major words).
- **Bold formatting** should be applied to the title.
- Avoid abbreviations and acronyms unless they are widely recognized.

**Example:**

**Nature-based Solutions as Building Blocks for Coastal Flood Risk Reduction: A Model-Based Ecosystem Service Assessment**

### 4. Authors and Affiliations

- List all authors immediately below the title.
- The presenting author’s name must be in bold.
- Use superscript numbers to link authors to their respective affiliations.
- Include full institutional affiliations: department, institution, city, and country.
- Provide the email address of the corresponding author.
- Indicate the corresponding author with an asterisk (\*).

**Example:**

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## 5. Keywords

- Provide **5-6 keywords** that accurately represent the main topics of the research.
- Separate keywords with commas.
- Avoid repeating words already used in the title.

**Example:** Nature-based solutions, coastal flooding, ecosystem services, climate adaptation, numerical modelling.

## 6. Figures, Tables, and References

- **Figures and Tables:** Not permitted in the abstract.
- **References:** Should be avoided.

## 7. Presentation Type

Authors may indicate their preferred mode of presentation during submission:

- **Oral Presentation**
- **Poster Presentation**

The final decision will be made by the Scientific Committee.

## 8. Submission Process

- **Submission Platform:**  
Abstracts must be submitted via the official submission form:  
<https://form.jotform.com/fstjotform/forecast-abstract-submission>
- **Deadline for Submission:**  
**June 8, 2026**
- **Confirmation:**  
Authors will receive an automatic confirmation email upon successful submission.

## 9. Review and Notification

- All abstracts will undergo peer review by the Scientific Committee.
- Evaluation criteria include:
  - Relevance to the conference theme
  - Scientific merit and originality
  - Methodological rigor
  - Clarity and coherence
- **Notification of Acceptance:** Authors will be informed via email following the review process.

## 10. Presentation and Registration

- At least one author must register for the conference to have the abstract included in the programme and conference proceedings.
- The presenting author is expected to deliver the oral or poster presentation.
- A maximum of two abstracts will be accepted for any first author to ensure a broad representation of research across the fields.

## 11. Ethical Considerations

- Authors must ensure that all co-authors have approved the submission.
- Necessary ethical approvals (where applicable) should be obtained before submission.
- Any conflicts of interest should be disclosed during submission.

For any queries regarding abstract submission, please contact:

[STA-FST-Forecast@uwi.edu](mailto:STA-FST-Forecast@uwi.edu)