

## General information

**Deadline for abstract submissions:** 9am, Monday 6 September 2021

**Word limit:** 250 (including images and tables)

**Submission categories:** Paediatric / Adult / Nursing / Diagnostic laboratory / Covid-19 / Cases for the Grand Round (the 'Grand Round' will be a session at the conference where clinical cases are presented to the audience and then discussed).

Abstracts may describe interesting cases and/or research. There is a prize for the best abstract which is determined by the organising committee.

**Oral presenters:** The highest-scoring abstracts will be considered for oral presentation. Presenters will each receive a 10-minute slot, including time for questions.

**Poster presenters:** Details of poster presentation format will be supplied with decisions to authors.

The steering committee will decide the type of communication for your abstract (oral presentation or poster presentation). Authors will be notified of **decisions after 13 September 2021**.

If your abstract is accepted for either oral or poster presentation **at least one author MUST register for the full conference**. Please note that failure to register may result in your abstract being withdrawn from the conference. Registration, travel and accommodation charges are the responsibility of the presenter. Attending co-authors will need to register independently at the applicable rate if they wish to attend any part of the conference.

All posters must be on display for the duration of the conference.

All correspondence will be sent to the registered submitter. It is the responsibility of this person to pass on any relevant information regarding the submitted abstract and the conference to the other authors.

## How to submit your abstract using the online abstract submission system

Abstracts are required for all papers and posters. Abstracts MUST be submitted using the text entry template provided on the online system.

If you are submitting more than one abstract you can use the same email address and password for each abstract.

### Preparation of your abstract

1. A “blind” selection process will be used. No identifying features such as names of hospitals, medical schools, clinics or cities may be listed in the title or text of the abstract. Do not include the names of authors either. The names of the authors and their affiliations (institutions) will be requested separately when you submit the abstract on-line.
2. The title should be as brief as possible. Please capitalise only the first word, not each one. There should be no full stop at the end. Please DO NOT use upper case for the title.
3. The abstract is a short description of your work and should contain all the elements necessary to define your goals and introduce your results.
4. Abstracts should state, in 250 words or fewer, briefly and clearly:
  - Aims/ Objectives
  - Content of Presentation
  - Relevance/Impact
  - Outcomes
  - Discussion

### The submission process

1. Log in to the submission system when your abstract is ready to submit.
2. Submitting an abstract is a multi-step process. Each step makes several requests:
  - Step 1: Add submitter details
  - Step 2: Enter your abstract title, your abstract and references, category and presentation of presentation
  - Step 3: Add Author(s) name(s), affiliations and email (for each author please press save) and accept the terms and conditions
  - Step 4: Confirmation and Submit – please use this step to review your submission and confirm submission by pressing finish

During the submission process you will be asked permission for your abstract to be published on the conference website and abstract book.

### **Amending a submission**

You will be able to edit your abstract until the submission deadline, to do so:

1. Log in to the submission system, click on submission > edit submissions.
2. You will see a list of the abstracts that you have submitted. Click on the pencil and paper next to the abstract that you wish to change.
3. The process of amending an abstract is the same as the original submission process.
4. When you reach the final step and press "Finish submission" .

### **Withdrawing an abstract**

If you want to withdraw an abstract please log in, click submissions and then edit submissions, choose the abstract you wish to withdraw and click on the pencil and paper image, you can see the option to withdraw. Otherwise, please contact the conference organisers at [ukpin@profileproductions.co.uk](mailto:ukpin@profileproductions.co.uk).