



ABSTRACT INSTRUCTIONS

STEP 1: TITLE

Enter the title and abstract text, by either copy/pasting from your word file or typing in the information. Remember there is a 50 word limit for the title.

The title should be as brief as possible but long enough to indicate clearly the nature of the abstract. If you wish to include a subtitle, it must be included in this field and included in the 50 word limit. Please do not fill in the whole title using CAPs. CAPs should only be used for the first letter of the first word unless typing a name, proper noun or acronym.

Make sure you do not include author names and/or affiliations in the title as this information will be added in the next step.

STEP 2: AFFILIATIONS & AUTHORS

ENTER information about the authors and affiliations (including yourself if you are an author). You should add them in the order in which you wish them to appear in the printed text. Names omitted here will NOT be printed in the author index or the final program. Please ensure the spelling of their names and affiliations is correct.

AUTHORS: Enter the name and contact details of the first author here. If they are a presenting author please indicate here

AFFILIATIONS: Please enter the details of the affiliations for the first author, additional affiliations can be added.

Second, third, and any following authors can then be added.

STEP 3: ABSTRACT (MAX. 250 WORDS)

Any abstracts exceeding the word limit will not be accepted.

References are not required. If you wish to include them, they must be included in the body of your text and included in the 250 word count.

Special symbols and formatting are to be used sparingly. You may include a table but you are not able to upload figures or images.

Proposed studies/presentations should be significantly advanced or completed at the time of abstract submission.

Please make sure you have proofread your submission before the submission deadline, as changes cannot then be made.

STEP 4: SUBJECT CATEGORY

You will be asked to choose one of four subject categories that is the most relevant to your abstract.

STEP 5: MEDICAL STUDENT

Check this box if your presenting author is a medical student and therefore eligible for a Medical Student prize, further details can be found on our website.

STEP 6: PERMISSIONS

You will need to check the tick box to give us permission to publish your abstract.

STEP 7: AUTHOR APPROVAL

Check this box to indicate that all authors have given their permission to submit the abstract to this conference.

STEP 8: AUTHOR ATTENDANCE

An author must be present at the conference in order to present this abstract. Please confirm this by checking the relevant box.

STEP 9: SUBMISSION CONFIRMATION

If you do not wish to submit your abstract at this stage please click 'Submission in Progress'. If you are ready to submit your abstract and you do not wish to make any further amendments please click 'Submission Complete'.

PLEASE NOTE if you do not mark your abstract as 'Submission Complete' by 12 November 2018 at 23:59 GMT your abstract will not be considered for the conference proceedings.

Once you have completed these stages you should receive an email confirming your abstract reference number. Please use this reference number and conference name in any correspondence with us.