Guidelines for the Submission of Abstracts
for the Annual BACCN Conference

Please read these instructions carefully before submitting your abstract

Submission Form

The abstract submission process is entirely online. You can submit an abstract by visiting the BACCN conference website – www.baccnconference.org.uk and clicking 'submit abstract'. The online form must be completed fully for each abstract submitted; no abstract can be considered without a dedicated submission form. Submission forms must contain the exact title; include all authors involved with the work, full details for correspondence and the completed declaration section. Please obtain the permission of all authors before submitting the abstract. Please also consult the list of themes for which abstracts are sought for this year's Conference. These can be viewed on the abstracts and programme pages of the website.

Abstract Text

Your abstract text must be submitted through the online submission form in English. Abstracts will not be accepted via email. Abstracts should be structured according to the following guidelines:

- The abstract text must not exceed 300 words in length, excluding the title & references. Abstracts exceeding this limit will be returned for editing before review.

- The purpose of the abstract is to provide a summary of the key points of your work. The text should include an introduction with your intended learning outcomes, a description of the study design and methodology that you undertook and a summary of results, conclusions or major findings, as appropriate. In essence describe what you have done in your study.

- Abstracts should include at least one and up to three academic reference using the **Harvard** system that supports your paper.

All abstracts must be submitted by the deadline

BACCN Journal

If you would like your paper to be considered for publication within the BACCN Journal please indicate this on your abstract submission form so that assistance can be supplied if required.

Abstract Review

All abstracts will be reviewed blind, i.e. without authors' names and details. Presenting authors will be notified of the scientific committee's decision with an acceptance email letter.

Oral Paper Presentations

Oral paper presentations are given 20 minutes inclusive of 3-5 minutes for questions that you may be asked.

Workshop Sessions

Workshop sessions are 60 minutes in length and should include activities to ensure audience participation within the session. Further details about the workshop format are in the workshop presentation guidelines available on the website

Poster Presentations

Posters must be displayed during the whole of the Conference period. Selected poster presenters will be expected to provide a 5 minute presentation on their poster during the poster walks. It is essential that poster authors include their email address on their poster for identification purposes. Posters for this year's conference will be displayed as electronic posters. Details on how to submit your poster will be emailed to you upon acceptance of your abstract.

Conference Registration

All presenting authors must register as paying delegates. As a conference speaker you have the added benefit of registering for conference at the earlybird conference rate, regardless of when you book.

Enquiries

If you have any queries about submitting an abstract please contact the BACCN Conference Office, **Tel 0191 241 4523** or email **info@baccnconference.org.uk.** All abstracts will be acknowledged within 3 days of receipt. If you do not receive an acknowledgement after 3 days, please contact the office on the above number.

Please check the conference website for updated deadlines.