



# Annual Academic Meeting 2019 Abstract Submission Frequently Asked Questions

## Submitting your abstract

### What information do I need to submit?

- The full title of your submission (**max 50 words**)
- Your abstract (**max 300 words**). You must use the headings: Introduction, Methods, Results and Conclusion
- Permission from all authors, and any patients, to submit the abstract
- Names of all authors
- Affiliations of all authors
- Subject category which best describes your submission (Obstetrics or Gynaecology)
- Whether you are happy for your abstract to be published in BJOG if it is accepted for presentation

**No figures, tables or references are permitted.** Please ensure that results are given (do not state: 'results will be presented at the meeting') and appropriate statistical tests have been used and reported.

### Can I submit more than one abstract?

Yes you can but please avoid salami submission with generation of several abstracts from the same study.

### Can I present work that has been submitted to another event?

Yes we accept work that has been submitted to other events.

### Do you accept video presentations?

Unfortunately we cannot accommodate video presentations at the present time.

### Can I submit an abstract by post, fax or email?

No, abstracts submitted by fax, email or paper copy will not be considered. The judging and allocation of the abstracts takes place through our online system so only abstracts submitted online will be accepted.

## Making changes to your abstract

### Can I make amendments to my abstract after I have submitted it?

Yes, you can amend your submission at any time up until the submission deadline by logging back into the online system.

### Can I make changes to my abstract if it is successful?

Once the submission deadline has passed then no further amendments to your abstract are possible, even if you are selected to present. Please take the time to ensure that all the information in your abstract is correct (including spelling and grammar) and as you would want it to appear published.

### Can I add additional authors?

Yes, you can amend your submission at any time up until the submission deadline by logging back into the online system. However, once the deadline has passed, you will not be able to make any changes including adding authors.



### When are changes allowed until?

Once the submission deadline of **Monday 15 October 2018** has passed then no further amendments to your abstract are possible. Please take the time to ensure that all the information in your abstract is correct and as you would want it to appear published.

### Can I cancel a submission?

If you wish to withdraw an abstract please contact [Selina Goyal](#) and confirm the withdrawal in writing by email. Please give us as much notice as possible, and be mindful that if your abstract has been included for publication in BJOG then we may not be able to withdraw it if our deadline to make amendments has passed.

## Judging

### Will I receive individual feedback on my abstract?

Unfortunately due to the high number of abstracts we receive it is not possible for us to provide feedback on each one.

### When will I find out if my abstract has been accepted?

Selected presenting authors will be notified if their submission has been successful by **Monday 19 November 2018**. Sometimes, if there is a delay in the judging, we may have to postpone notification but if this is the case we will inform all authors of a revised notification date.

## Presenting your abstract

### Where will the poster boards be located?

The poster boards will be located in a dedicated room adjacent to the exhibition and catering areas.

### Can posters be co-presented?

The online submission site requires a single presenting author to be selected. However, if more than one author is registered, and you inform us at the time of your submission, then both authors can present. We must receive this information at the time of submission so we can ensure both authors receive a certificate.

### What types of presentations are available?

There are slots available for either Oral Presentation or Poster Pitch Presentation. The allocation of Oral Presentations and Poster Pitch Presentations are decided by the Local Organising Committee. These allocations are based on the scores of the abstracts.

### I am unsure whether I can attend the Annual Academic Meeting, do I need to be registered to present?

Yes, as the poster judging happens across two days, at least one named author should be registered on each day of the Annual Academic Meeting.

### Can my colleague present my work instead if I am successful?

The poster can be presented by anyone named as an author on the abstract. At least one of the named authors must be registered on each day of the Annual Academic Meeting to ensure someone is in attendance and able to present. If someone else is presenting then please ensure you inform us at the time of submission or by contacting Selina Goyal [sgoyal@rcog.org.uk](mailto:sgoyal@rcog.org.uk) (if the submission deadline has passed). We must have the correct details to ensure we are sending information to the correct author.

### I would like to present my work but don't want to give an oral presentation, is this possible?

Yes, if you are offered an Oral Presentation but do not wish to speak then you can opt to present a poster.



### Will I get a certificate?

Yes, we do issue a certificate for presenting a poster. The certificate is awarded to the author(s) who have presented the poster at the Annual Academic Meeting, but not to all the authors named on the submission.

## Publication of abstracts in BJOG

### My abstract was selected for presentation, do I actually need to present it at the Annual Academic Meeting for it to be included in the BJOG supplement?

Yes, the BJOG Supplement only includes abstracts presented at the Annual Academic Meeting. Therefore, at least one of the named authors must be registered to attend on each day of the event. You must register by **Monday 17 December 2018** to be included and successful authors will receive formal notification from the organising committee.

### Can I make amendments to my abstract before it is published?

Once the submission deadline has passed then no further amendment to your abstract is possible, even if you are selected to present. **Please take the time to ensure that all the information in your abstract is correct and as you would want it to appear published.**

### Can I opt out of having my abstract published?

Yes, you can select 'opt out' during the online abstract submission process if you do not wish to have your abstract published in BJOG.

## Where can I go if I have further questions?

Please contact Selina Goyal in the RCOG Conference Office if you have any further questions.

**Email:** [sgoyal@rcog.org.uk](mailto:sgoyal@rcog.org.uk)

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