



Annual Academic Meeting 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). (i.e. excluding title, authors and institutions). You must use the headings:

For an abstract: **Introduction, Methods, Results, 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.
(*The top scoring abstracts at the meeting will be put forward for publication in BJOG.*)

Please ensure that results are given (do not state: ‘results will be presented at the meeting’)

What information is not permitted?

Figures, tables or references and key words are **NOT permitted**. If you add these to your abstract / case report, these will be deleted before being published in BJOG.

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 accept your abstract in a video format

Can I submit an abstract by post or email?

No, abstracts submitted by email or paper copy will not be considered. The judging and allocation of the abstracts takes place through our Oxford Abstracts online portal 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 any time up until the submission deadline of **Sunday 15 November**, by logging back into the Oxford Abstracts online portal.

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

Once the submission deadline has passed (**Sunday 15 November**) you will **NOT** be able to make any amendments to your abstract, even if you are selected to present.

Please take the time to ensure that all of the content in your final submitted abstract is correct. Any spelling mistakes or errors will not be amended.

Can I add additional authors?

Yes, you can amend your submission any time up until the submission deadline of **Sunday 15 November** by logging back into the Oxford Abstracts online portal. 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 **Sunday 15 November** has passed then no further amendments to your abstract are possible. Please take the time to ensure that all of the content in your final submitted abstract is correct. Any spelling mistakes or errors will not be amended.

Can I cancel a submission?

If you wish to withdraw an abstract before the submission deadline, you can do so through the Oxford Abstracts online portal.

Once the deadline has passed, you will need to contact **Jessica Thorn** in the Events Office at jthorn@rcog.org.uk and confirm the withdrawal in writing. Please give us as much notice as possible.

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 **Friday 18 December 2020**. Sometimes, if there is a delay in the judging, we may have to postpone notification but if this is the case we will let you know.

Presenting your abstract

How will the posters be presented?

We are currently confirming the details for presentation and these will be available in due course.

Can posters be co-presented?

The online submission site requires a single presenting author to be selected. If more than one author is registered then both can present however we will only issue a certificate to the main presenting author.

Can oral presentations be co-presented?

The online submission site requires a single presenting author to be selected. While co-authors can still register and attend, they will not be able to take part in the oral presentation.

What types of presentations are available?

There are slots available for either an Oral Presentation or a Poster Presentation.

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

Yes, at least one of the authors needs to register for the full conference to present the abstract.



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

The abstract can be presented by anyone named as an author on the abstract. At least one of the authors must be registered for the full conference. If you are sending a co-author to present in your place, please provide us with their full name and email address.

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, please notify Jessica Thorn in the Events Office jthorn@rcog.org.uk

Will I get a certificate?

We will only issue one certificate to the main presenting author. Co-authors will not receive a certificate.

Publication of abstracts in BJOG

Some of the top scoring abstracts at the event will be published in the BJOG online supplement after the event.

My abstract was selected for a 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 will only include those top scoring abstracts that are presented at the Annual Academic Meeting so at least one of the authors named on the abstract needs to be registered to attend the full conference. You will need to register to attend the full conference by **Friday 29 January 2021** to be included in the BJOG supplement.

Please note, the person who attends to present the abstract becomes the main presenting author and they will be issued with the certificate.

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

Once the submission deadline of **Sunday 15 November**, has passed then no further amendments to your abstract can be made, even if you are selected to present. **Please take the time to ensure that all of the content in your final submitted abstract is correct. Any spelling mistakes or errors will not be amended.**

Can I opt out of having my abstract published?

When submitting your abstract in the Oxford Abstract online portal, you will be given the option to opt out of having your abstract published in BJOG. Please select this if you do not want your abstract published in BJOG.

Who do I contact if I have further questions?

Please contact Jessica Thorn the RCOG Events Office if you have any further questions.

Email: jthorn@rcog.org.uk

Phone: 020 7772 6423