



# Careers Day Events 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 250 words). (i.e. excluding title, authors and institutions). You must use the headings:

For an abstract: **Aims/Objectives, Background, Material/Methods, Results, Summary/Conclusions**

For a case report: **Background, Case, 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)

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

### Are tables allowed within abstract?

Yes tables can be included within the abstract however the text in tables count towards the maximum words allowed.

### 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 the 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?

You will only be able to edit your abstract when the **status is set to Draft** on the online portal and you will be able to make any edits to your draft abstract up until the submission deadline of **10am on Wednesday 20 July 2022**.



Once your **abstract status is set to submitted**, you will not be able to make any further amendments so please take the time to ensure 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 abstract when the **status is set to Draft** on the online portal any time up until the submission deadline of **10am on Wednesday 20 July 2022** by logging back into the submission portal. Once you submit your abstract (status set to submitted on the online portal) and 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 **10am on Wednesday 20 July 2022** 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 make changes to my abstract if it is successful?

Once the submission deadline of **10am on Wednesday 20 July 2022** has passed, 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 / case report is correct. Any spelling mistakes or errors will not be amended.**

### Can I cancel a submission?

If you wish to withdraw an abstract, please email Jessica Thorn in the Events Office at [jthorn@rcog.org.uk](mailto: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 **week commencing Wednesday 8 August 2022**. 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

### Where will the e-posters be located?

The e-Posters will be displayed in a virtual gallery on the online platform

### 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 verbally present on stage.

### 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 event, 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](mailto: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.

**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](mailto:jthorn@rcog.org.uk)

**Phone:** 020 7772 6423