



Annual Academic Meeting 2023 Blair Bell Research Competition 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**
Abstracts which do not comply with this format will not be considered
- 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 and is one of the 30 highest scoring abstracts

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 **Monday 14 November 2022 at 9.00am**, by logging back into the Oxford Abstracts online portal.

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



Royal College of
Obstetricians &
Gynaecologists

Once the submission deadline has passed (**Monday 14 November 2022 at 9.00am**) 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 add additional authors?

Yes, you can amend your submission any time up until the submission deadline of **Monday 14 November 2022 at 9.00am**, 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 **Monday 14 November 2022 at 9.00am** 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 Abstract online Portal.

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

If you have requested for your abstract you be published in BJOG and you wish to withdraw this, if the publication deadline has passed, we cannot guarantee that this will not be published in BJOG.

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 16 December 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 poster boards be located?

The poster boards will be located in a within a designated area. Details of which will be provided to you upon arrival at the venue.

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 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 Kodi McCarthy in the Events Office kmccarthy@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

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 the top 30 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 **Thursday 12 January 2022** to be included in BJOG.

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 **Monday 14 November 2022 at 9.00am** 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 Kodi McCarthy in the RCOG Events Office if you have any further questions.

Email: kmccarthy@rcog.org.uk

Phone: 020 7772 6436