



## Abstracts

Do you have a project or piece of work that you would like to share with your peers?

Submitting an abstract at conference is an excellent way to communicate the outcomes of your research project with fellow practitioners, researchers and educationalists. Presenting will also support your personal development, showcase your skills and help grow your CV.

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## Submission Guidelines

### Information Required Prior to Submitting

Although you can amend your submission up until the closing date, before submitting an abstract, it is useful to have the following information ready:

Abstract Details

Title

Abstract format (Oral and/or Poster presentation)

Details of author & co-author(s)

First name

Last name

Organisation

Email address (please ensure a valid email address is entered here - this is a mandatory field)

Main body of abstract (max 250 words)

### Subheadings

Please use the following subheadings in your abstract:

1. Introduction
2. Methods
3. Results
4. Discussion

### Format of Abstract

- Authors should summarise their work in no more than 250 words.
- Use subheadings as indicated above and in the poster template.
- Abstracts should be written in a narrative format, not solely as bullet points.
- Abstracts should not include diagrams, tables or references.
- All places, organisations and people must be anonymised in the submitted abstract text.
- It is your responsibility to ensure accurate grammar and spelling of the abstract. Poor grammar or spelling may mean that the abstract is rejected.
- Posters may be photographed and used for promotional activity through outlets such as social



media.

- Authors of abstracts are expected to declare, at the time of submission, any potential conflict of interest relevant to the presentation being given including any affiliation with companies. In addition, please reproduce any conflicts of interest or state that there are none, on the poster or at the beginning of your slides if your abstract is accepted.
- A prize will be awarded during the final session of conference for the best oral and poster presentations. To be eligible for the poster prize, you must submit your poster PDF electronically by the deadline prior to conference.
- Review Process - all abstracts are blind reviewed.

## **Poster Presentations**

### **Submission Guidelines**

If you are accepted as a poster presenter at **BAUN 2025**, you will find the below information of use to you. Please bring your poster with you at the time of registration at conference. Please also submit a PDF of your poster by **Monday 27<sup>th</sup> October 2025** in order that it can be included on the conference app. We will not have printing facilities onsite.

### **Poster templates**

We have provided you with two poster templates to assist you with preparing your poster. These are not mandatory and are provided as a guide only.

### **[POSTER ONE](#)**

### **[POSTER TWO](#)**

### **What happens if the poster is selected?**

If your poster is accepted, you should bring this with you to conference. You should also submit a PDF version than **27<sup>th</sup> October** as your poster will also appear on the conference app in PDF format. In order to present your poster at conference, you must register and pay as a full delegate. All posters must be **portrait and A0 in size** (1189mm x 841mm) - landscape posters will not be displayed. You must declare any conflicts of interest on your poster. Posters are a representation of your submitted abstract. You may not amend the title after acceptance. Velcro tabs will be providing for you to attach your poster to the poster board.

Poster presenters should be beside their poster on **Monday 17<sup>th</sup> November** between **10.45am and 11.15am** where you will be given the opportunity to discuss your work and answer questions from delegates and the poster judges.

## **Oral Presentations**

### **Submission Guidelines**

All submitted abstracts are blind reviewed by a panel. The top scoring abstracts are put forward for an oral presentation to be presented at conference as part of the conference programme. To view



when oral paper sessions are taking place during conference, please view the programme page.

### **What happens if the abstract is selected as an oral presentation?**

If the abstract is selected as an oral presentation you will be contacted with a date and time of the presentation. Presentations are 15 minutes to include 5 minutes for questions. Only one of the named authors may present and they must register for full conference as a paying delegate. You will be asked for a copy of your presentation in advance of conference.

On the day of your presentation, please report to the speaker registration desk, located at the main registration area. You will be directed to the speaker preview room where you can view your presentation and make any amendments if required.

### **Poster Talks**

#### **Submission Guidelines**

All submitted abstracts are blind reviewed by a panel. The top scoring poster submissions are put forward for a poster talk to be presented at conference as part of the conference programme. To view when poster talk sessions are taking place during conference, please view the programme page.

### **What happens if the abstract is selected as a poster talk?**

If the abstract is selected as a poster talk you will be contacted with a date and time of the presentation. Presentations are 3 minutes to include 2 minutes for questions. Only one of the named authors may present and they must register for full conference as a paying delegate. You will be asked for a copy of your presentation in advance of conference.

On the day of your presentation, please report to the speaker registration desk, located at the main registration area. You will be directed to the speaker preview room where you can view your presentation and make any amendments if required.

### **Terms & conditions of submission:**

- Once submitted abstract content cannot be amended.
- You have read the abstract guidelines provided on the BAUN Conference Website and your submission is in line with the information provided.
- All authors have granted permission for their name and affiliation to be included should the abstract submitted be accepted and published either in hard copy or online.
- If accepted at least one of the named authors must register for full conference as a paying delegate.
- Throughout the abstract submission process, communication will be limited to a single designated contact. This individual is presumed to be the presenting author and will receive all correspondence. You have therefore stated that they are the presenting author as part of your submission. If the presenting author changes, the replacement presenter must be a named author on the original submission.
- As the number of presentation slots are limited, the judging panel may suggest an abstract is accepted in the alternative presentation format.
- If chosen to present a poster or oral paper at conference, the author will be required to make his/her presentation available for publishing on the relevant website.

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**2025 Annual Conference**



16-18 November 

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 EICC Edinburgh

- The decision of the panel is final.
- Poster presenters will be asked to provide a PDF of their posters in advance of conference.
- You have declared any conflicts of interest