

ABSTRACT SUBMISSION GUIDELINES

Deadline for submission: Thursday 5 September 5.00pm

Word limit: 350

Deadline: Thursday 5 September, Late submissions will not be accepted.

Notification: Authors will be notified of acceptance or rejection by Thursday 26 September

Thank you for submitting an abstract to the UK Stereotactic Ablative Radiotherapy Consortium Conference 2024. We welcome abstracts from all members of the multi-disciplinary team who are involved in SABR research, development and clinical practice. Abstracts covering a wide range of topics related to SABR, and its applications in various clinical settings are encouraged.

To ensure the quality and relevance of abstracts, please adhere to the following guidelines:

1. **Content** - Abstracts should clearly and concisely summarise the research, clinical experience, or innovative practices being presented. Please provide sufficient detail to place it in a SABR context, and clearly state the novelty of the work. This will ensure reviewers can make an appropriate assessment of its suitability.

Format should be:

- Background (clearly describing the context of the abstract)
- Aims/objectives
- Methods (ensure SABR protocols e.g. dose and fractionation is clearly stated)
- Outcomes (ensure tables and figures are clearly labelled, and readable)
- Discussion (ensure that the relevance/impact is clear)

2. **Word Count**

Abstracts should not exceed a maximum of 350 words. Please ensure your abstract is within this limit, as longer abstracts will not be considered for review.

3. **Scoring Criteria:**

Abstracts will be evaluated based on the following criteria:

- Clarity: The abstract should be well-written and easy to understand
- Methodology: The methods used should be appropriate for the research or clinical study presented
- Relevance: The abstract should address topics relevant to SABR and its applications
- Significance within the field: The research findings or clinical experiences should contribute to advancing knowledge or practice in the field of SABR. Relevance and impact should be described
- Innovation: Abstracts describing novel approaches, techniques, or perspectives will be given preference
- Presentation of data: The abstract should present robust and reliable data that supports the conclusions drawn, and answers the aims and objectives described

4. Formatting and submitting

- To insert special characters please use the Special Character Keyboard button
- To insert a table, please insert it as a jpeg image
- Add Author(s) name(s), and organisation(s) and select your presenter
- Confirmation and submit – please use this step to review your submission and confirm submission

5. Amending an abstract:

- At any time in the process before submitting, you can click the Save As Draft button to save your incomplete submission and return to it before the deadline
- Log in to the submission system with your email address and password
- You will see a list of the abstracts that you have submitted and drafts under Abstracts
- To edit a submitted abstract, please contact the conference organisers at sabr@profileproductions.co.uk

6. Withdrawing an abstract

- If you want to withdraw an abstract, please contact the conference organisers at sabr@profileproductions.co.uk

We look forward to receiving your abstract submissions and to your participation in the UK SABR Consortium Conference 2024.

If you have any questions or require further assistance, please contact sabr@profileproductions.co.uk.