



UKIO 2025 Submission Guidelines

Deadline for abstract submission is 23:59 on Monday 10 February 2025 | **Word limit:** 250

If your abstract is accepted at least one author must register to attend a minimum of one day of the congress by the end of April 2025. Please note that failure to register may result in your abstract being withdrawn from the congress.
Registration, travel and accommodation charges are the responsibility of the presenter.

The scientific committee will decide the type of communication for your abstract (oral or e-poster presentation).

Please see below for instructions on how to submit your abstract.

<u>UKIO Scientific Abstract Format</u>	<u>UKIO Education, Pictorial or Best Practice Abstract</u>
<p>Background Should briefly convey what is known on subject and gap in evidence base that the study examined, and paper/poster will present.</p> <p>Method Outlines study design in sufficient detail to enable audience to understand what was done.</p> <p>Results Should present data in an accessible format detailing the main findings of the study and significance of results in addressing gap in evidence base.</p> <p>Conclusion States the primary take home message and any additional findings of importance and study limitations.</p>	<p>Background Should briefly convey what is known on subject and relevance of topic to diagnostic imaging</p> <p>Purpose Outline the learning outcomes and application to practice for UKIO participants</p> <p>Summary of Content Provides an overview of poster content, organisation and display</p>

Using the online abstract submission system

Preparation of your abstract

1. A “blind” selection process will be used. No identifying features such as names of hospitals, medical schools, clinics or cities may be listed in the title or text of the abstract. Do not include the names of authors either.
2. The title should be as brief as possible. Please capitalise only the first word, not each one. There should be no full stop at the end.

The submission process

- Step 1:** Enter your abstract title, presentation type, category and stream
- Step 2:** Add Author(s) name(s), and organisation(s) and select your presenting author
- Step 3:** Add your abstract text and references in Harvard style
- Step 4:** Complete the additional information section
- Step 5:** Review your submission
- Step 6:** Confirmation and submit – accept the terms and conditions and confirm your submission.

Amending a draft

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 later.

Amending a submitted abstract

If you wish to update an abstract you have already submitted, you can edit until the abstract submission deadline by contacting the congress organisers at ukio@profileproductions.co.uk.

Withdrawing an abstract

If you wish to withdraw an abstract, please contact the congress organisers at ukio@profileproductions.co.uk.