



Abstract Submission

Frequently Asked Questions

Abstract procedures

Abstract submissions are only accepted via the online portal
Abstracts will need to be submitted by **9.00am on Monday 28 October 2024**

Submissions are sought in the following categories:

- Oral presentation
- Poster pitch presentation
- Poster presentation

All abstracts will be considered for an oral presentation in the first instance. Those not selected will automatically be considered for a poster pitch or a poster presentation.

The selected presenting author will be notified if their submission has been successful by **Thursday 12 December 2024**.

If there is a delay in the judging, we may have to postpone notification but if this is the case, the selected presenting author will be notified.

Submitting your abstract

What information do I need to submit my abstract?

- Abstract Title (max 50 words)
- Category (Obstetrics or Gynaecology)
- Authors and Affiliations
- Content of your abstract (max 300 words)
- It is also important that you have permission from all authors and any patients to submit the abstract
- Whether all authors agree for the abstract to be published in BJOG if it is accepted for presentation

What headings should be used for my abstract?

Your abstract will need to have the following headings:

For an abstract:

- Introduction, Methods, Results and Conclusion



For a case report:

- Background, Case and Conclusion

Please ensure that results are given within the content of your abstract. Do not state ‘results will be presented at the event’.

What information is not permitted?

If the abstract is submitted for publication in BJOG, please note, figures, references and key words are **not permitted**. If you add these to your abstract / case report, these will be removed before being published in BJOG.

Are tables allowed within abstract?

Tables can be included within the abstract, however, the text in the table will count towards the maximum words allowed.

Can I submit more than one abstract?

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?

We accept abstracts that have been submitted to other events, however, if this abstract has been published then we will not be able to accept this.

Do you accept video presentations?

We cannot accept abstracts in a video format.

Can I submit an abstract by post or email?

Abstracts submitted by email or paper copy will not be considered. The judging and allocation of the abstracts takes place through 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. Edits can be made to your draft abstract up until the submission deadline of **9.00am on Monday 28 October 2024**.

Once you submit your abstract and the status of this is set to submitted, you will **not** be able to make any further amendments. 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 make changes to my abstract if it is accepted?

Once the submission deadline has passed (**9.00am on Monday 28 October 2024**) you will **not** be able to make any amendments to your abstract, even if you are selected to present.



Can I cancel/withdraw a submission?

If you wish to withdraw an abstract, we will need to receive confirmation of this by email. Please email Aliah Ba Akinyemi at AAkinyemi@rcog.org.uk

Abstract authors

Who can present the abstract at the event?

Only authors named on the abstract are permitted to present the abstract at the event. The main presenting author will need to register for the full event in order to present the abstract.

Can I add additional authors?

You can add additional authors only when the status of your abstract is set to 'draft'. Additional authors must be added before the submission deadline of **9.00am on Monday 28 October 2024**. Once you submit your abstract (status set to submitted) and once the deadline has passed, you will not be able to make any changes including adding authors.

Judging and Prizes

Will I receive individual feedback on my abstract?

Due to the high number of abstracts we receive, it is not possible for us to provide feedback on each one.

When will the judging take place at the event?

- Oral abstract judging will take place during the oral abstract sessions scheduled in the event programme
- Poster Pitch abstract judging will take place during the poster pitch breakout sessions scheduled in the event programme
- Poster judging will take place during the lunch break over the two days of the event. Please note, a time slot will be allocated to you ahead of the event

Presenting your abstract on the day of the event

Where will the poster boards be located?

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

Can posters be co-presented?

Multiple presenting authors are not permitted.



Can oral presentations be co-presented?

Multiple presenting authors are not permitted.

While co-authors can still register and attend, they will not be able present on stage.

Can a co-author present the abstract if the selected main presenting author is unavailable on day(s) of the event?

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 event. If you are sending a co-author to present in your place, please provide the name and email address of the co-author to Aliah Ba Akinyemi at AAkinyemi@rcog.org.uk.

I would like to present my work but do not want to give an oral presentation, is this possible?

If you are selected to present an oral presentation but do not wish to present your abstract in this format, please notify Aliah Ba Akinyemi at AAkinyemi@rcog.org.uk.

Certificates

Who will receive a certificate?

Certificates will only be issued to the main presenting author. **Co-authors will not receive a certificate.**

When will the presenting author receive a certificate?

Certificates will be sent out via email after the event.

If your abstract is selected as a winner, then you will be presented with your winner's certificate during the presentation of prizes at the end of the meeting.

Questions

Who do I contact if I have further questions?

Please contact Aliah Ba Akinyemi at AAkinyemi@rcog.org.uk should you have any further questions relating to your abstract(s).