**BIG Meeting Abstract submissions Guidelines**

1. **ABSTRACTS MUST BE SUBMITTED IN THE TIMESCALE ALLOWED.**

* **Submission Start Date 9th January 2017**
* **Closing Date : 22nd Feb 2017 (close of business)**

1. **all abstracts must be submitted on line using the on line template.**
2. **the text of an abstract submission must not exceed 250 words**

**(excl. title, autors and institute). references are not allowed.**

1. **Authors may only include a max of 2 graphs or figures.**
2. **the title of the abstract should be typed in title case (i.e. the first letter of each word should be capped) there should be no full stops.**
3. **Max length of an abstract should be one side of an a4 sheet. please use times new roman, font size 12, single spacing.**
4. **the authors name should only include initials and surname and should be listed under title (e.g.j.smith)**
5. **tHE ADDRESS SHOULD BE LISTED NEXT (DEPARTMENT, HOSPITAL/INSTITUTION, TOWN, COUNTY.**
6. **THE FOLLOWING SUB HEADINGS SHOULD BE COMPLETED**

* **iNTRODUCTION/ AIM/ METHOD/ RESULTS/ CONCLUSIONS**

1. **tHE DECISION IN RELATION TO THE FINAL CATEGORISATION (ORAL OR POSTER) RESTS SOLELY WITH THE REVIEWING PANEL.**
2. **aLL AUTHORS WILL BE INFORMED OF THE STATUS OF THEIR SUBMISSIONS AT LEAST 3 WEEKS PRIOR TO THE MEETING.**
3. **tHERE WILL NOT BE A CHARGE FOR ABSTRACT SUBMISSIONS. AUTHORS MAY SUBMIT MORE THAN ONE ENTRY.**
4. **aLLPRESENTING AUTHORS MUST REGISTER FOR THE MEETING.**
5. **ALL SUBMISSIONS WILL BE ACKNOWLEDGED AUTOMATICALLY BY THE ON LINE SYSTEM. THE RECEIPT REFERENCE SHOULD BE FOR ANY QUERY .**
6. **tHERE IS A SPONSORED PRIZE FUND FOR THE BEST SUBMISSIONS (ORAL & POSTER). aUTHORS MUST BE PRESENT TO ACCEPT THEIR AWARD.**