

## Important information before you submit an abstract

1. If you are submitting more than one abstract, you can use the same email address
2. Abstracts are required for all papers and posters. Abstracts **must** be submitted by email.
3. Text must be in single line spacing.
4. Authors are allowed to use basic tables & should be submitted within the abstract. Please note that table text will count toward your maximum word count of 350.
5. Images are allowed as part of the abstract.

## Preparation of your abstract

1. Please include the names of authors and their affiliations (institutions) when you submit the abstract.
  2. Abstracts which have been presented to a substantially different audience, especially an international one, may be submitted for consideration.
  3. The title should be as brief as possible but long enough to indicate clearly the nature of the study.
  4. Abstracts should state briefly & clearly the purpose, methods, results & conclusions of the work. Case reports/studies can be submitted and should be submitted in a format most relevant to the content. The maximum word count is 350 words.
- **Aims:** Clearly state the purpose of the abstract.
  - **Methods:** Describe your selection of observations or experimental subjects clearly.
  - **Results:** Present your results in a logical sequence in text, tables and illustrations -if results are not included, your abstract will not be considered
  - **Conclusion:** Clearly state the conclusion of your study.

Please ensure that you check your abstract carefully before submitting to ensure it is the final version. Changes will not be permitted once the abstract has been submitted. If you want to withdraw an abstract please contact the meetings organiser

## How are papers selected?

1. Abstracts are adjudicated by a group of consultant members of the SWPC.
2. All other successful abstracts will be allocated as either a poster or an oral presentation within the programme of the meeting.

## When will I hear about the outcome of my submission?

We will email everybody with details on the outcome of their submission 2 weeks before the meeting.