

# ABSTRACT SUBMISSION GUIDELINES



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# GENERAL GUIDELINES AND KEY DATES

## Submission online site

To submit an abstract, you need to log in to our [Online Abstract Submission Site](#). Once you have created an account, you can log in multiple times to complete your submission(s). Please remember to take a note of your password.

## Submission deadline

The deadline to submit an abstract for BGCS 2022 is 17:00 (GMT) on **Tuesday 8<sup>th</sup> March 2022**. You need to ensure you have completed the submission process before this date. Any submissions in the draft status will not be considered for review. You can edit and revise abstracts within the draft stage but please ensure you submit and receive a confirmation before the deadline.

## Notification to authors

Authors will be notified about the outcome of their submission(s) during the week commencing **Monday 11<sup>th</sup> April 2022**.

## Payment

There is no fee for making a submission. If your submission is accepted for presentation, you will be required to attend the conference and pay the conference registration fees. Further information will be sent to you when authors are notified of the outcome of their submission, during the week commencing **Monday 11<sup>th</sup> April 2022**.

## Abstract format

The word limit for each abstract is 250 words. You need to provide a theme for each abstract. All abstracts must be written and presented in English.

# SUBMISSION PROCESS

## Accessing the site for the first time

All abstracts will be submitted through our [Online Abstract Submission Site](#).

If you are accessing the site for the first time, you will need to create an account. To do so, click on the "Create New Account" button on the right. After you create your account, you will need to provide your contact details on the "Update Contact Information" tab at the top of the page and complete set up by clicking "Create Account". You must complete this step to submit an abstract.

## Logging back into your account

If you have created an account and saved your abstract as a draft, or if you wish to submit another abstract, you can log back in by providing your email address and password. Please note that you will only be able to log in to edit your abstract until the submission deadline of 17:00 (GMT) on **Tuesday 8<sup>th</sup> March 2022**.

## Submitting your abstract

There are 6 steps to complete to submit your abstract. At any time in the process you can click the Save As Draft button at the bottom of each page, this will allow you to save your incomplete submission and return to it at a later time.

**Please note that abstracts in the draft stage will not be considered for review and must be completed and submitted before the submission deadline of 17:00 (GMT) on Tuesday 8<sup>th</sup> March 2022.**

### Step 1: Title and Presentation Type

Provide the title of your submission. The title should be appropriate, meaningful, clear and concise. Avoid subtitles if possible. You must comply with the 50 word limit.

You can select if you are submitting an Oral Presentation, Poster Presentation or Either.

- An **Oral Presentation** will be a talk plus an allowance for Q&A, accompanied by a presentation (PowerPoint).
- A **Poster** will be displayed during the full conference for all delegates to view. You will be required to be present during lunch and refreshment breaks and the dedicated poster viewing times to present your poster and answer questions.

### Step 2: Presentation Themes

At this stage you will be asked to select a theme from the dropdown menu. The presentation themes available are as follows:

- Surgical Oncology
- Medical Oncology
- Clinical Oncology
- Pathology (histology, microbiology and chemical pathology)
- Radiology
- Genomic medicine
- Specialist nursing
- Screening, prevention and early diagnosis
- Other diagnostics
- Precision medicine
- Patient follow up
- Quality of life and survivorship
- Equality and Diversity
- Palliative Care
- Education and training
- Other

Once you have selected your theme, please click continue at the bottom of the page to progress to the following step or save as draft to stop and come back to your submission.

### Step 3: Authors and Affiliation

Please list all authors and their affiliations.

To add an affiliation, indicate all the necessary information and press "Add Affiliation". Take a note of the number of the affiliation, as you will need to add the number to the applying authors.

Add the author details and click “Add Author”. Please only provide the affiliation number for each author, e.g.”1”. If you type in the affiliation title, the system will not allow you to submit your abstract. If an author has multiple affiliations, please indicate this through a comma, e.g. “1,2”.

Please note that the number of presenting authors is limited to 1. You can indicate the presenting author by ticking the “Presenter” box on the relevant author(s).

#### Step 4: Abstract Content

The content of your abstract must be entered in the word template provided. Please ensure you adhere to the word limit of 250 words, this includes any headings you are including. Longer abstracts will not be accepted. Do not include the title, references or authors in this section.

#### Step 5 and 6: Review and Submission

The Review section will show what you have submitted and what information is still required before you can submit your abstract. You can save your submission as a draft and complete it at a later stage.

If you are ready to submit your abstract, you need to agree to the Terms and Conditions and click “Submit”.

**Please note that once you submit your abstract, you will not be able to make further edits. If you need to make an edit prior to the submission deadline, please email the Conference Secretariat at [bgcs@in-conference.org.uk](mailto:bgcs@in-conference.org.uk).**

#### Proof Reading

We will print your abstract from the version supplied by you. It will be printed exactly as submitted which means that any errors or spelling mistakes will show. Please proof read your submission very carefully.

#### Amending an abstract

You can edit and revise your abstract before it is submitted by logging into the Abstract Submission Site and selecting the abstract. Please note that no amendments are possible after the abstract has been submitted.

#### Withdrawing an abstract

If you wish to withdraw an abstract, please contact the Conference Secretariat at [bgcs@in-conference.org.uk](mailto:bgcs@in-conference.org.uk).

## ABSTRACT REVIEW AND PUBLISHING

#### Review panel

Each abstract will be reviewed by 2 reviewers from the Scientific Committee.

#### Notification to authors

Authors will be notified about the outcome of their submissions during the week commencing **Monday 11<sup>th</sup> April 2022** and you will be invited to submit your paper if successful. The notification will be sent to the **submitting author only**. Please do not call the office for details prior to this date, should you have any queries regarding the outcome of your submission. We are only able to give information to the person who submitted the abstract.

## Publishing

All those submissions that are accepted for presentation will be published open access, details to follow.

All those submissions that are accepted for presentation will be published in the BGCS Conference Book of Abstracts/Final Programme. We will print your abstract from the version supplied by you. It will be printed exactly as submitted which means that any errors or spelling mistakes will show. Please proof read your submission very carefully.

## CONTACT

If you have any questions, please contact the Conference Secretariat, In Conference Ltd, who will be delighted to answer any of your queries and to provide you with the necessary guidance to submit your abstract.

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**We look forward to receiving your submissions for BGCS 2022.**