



ANNUAL SCIENTIFIC MEETING  
9-11 JULY 2025  
QEII CENTRE, LONDON



**BGCS 2025**

**ABSTRACT SUBMISSION  
GUIDELINES**

# 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.

## Abstract format

Your abstract needs to follow the [BGCS Abstract Template format](#). Please do not include any images, figures or tables; and use the provided headings as a guide for structuring your abstract. The text should be written in **plain English, in 12 point font, left-aligned, and single-spaced**. Once your abstract is complete, save the document and you will be asked to upload it during the submission process.

Abstracts are limited to 250 words; those exceeding this limit will not be considered. Each abstract must correspond to one of the designated themes and its content should be relevant to that theme.

To submit your abstract, you must agree to the terms and conditions and click submit or your abstract will not be formally submitted. You do not have to submit all of your abstract submission at one time – you can return at a later time to add to or revise your submission before the deadline. To do so please click “Save as draft” and you can return to your form another time.

## Submission deadline

The deadline to submit an abstract for BGCS 2025 is 23:59 (BST) on **Tuesday 8<sup>th</sup> April 2025**. 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.

## 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.

## Notification to authors

Authors will be notified about the outcome of their submission(s) during the week commencing **Monday 28<sup>th</sup> April 2025**.

# 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 00:00 (GMT) on **Tuesday 8<sup>th</sup> March 2025**.

## 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 00:00 (GMT) on Tuesday 8<sup>th</sup> March 2025.**

### 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 20-word limit.

You can select if you are submitting an Oral or Short Oral Presentation, Poster Presentation or Either. There is also an option if you are submitting a Surgical Video Presentation

- An **Oral Presentation** or **Short 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.
- A small number of poster submissions will be selected for an **Oral Poster Presentation**. Posters on display during the full conference, and a short presentation by the side of the poster will take place at a designated time.
- A **Surgical Video** will be presented during the Pre-meeting Surgical Video Workshop. At this stage, you are required to upload a written paper for review. Further information on how to upload the video will follow. Additional information on the video being screened will be sent to submitting authors once their abstract is accepted.

### 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:

- Cervical Cancer
- Clinical Oncology
- Endometrial Cancer
- Genomics
- Medical Oncology
- Miscellaneous
- Nursing
- Ovarian Cancer
- Other Cancers
- Palliative and supportive care
- Precision in Cancer Care and Prevention
- Rare Tumours
- Screening and Prevention
- Surgical Technique
- Surgical Video
- Survivorship
- Vaginal Cancer
- Vulval Cancer

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

Your abstract needs to follow the [BGCS Abstract Template](#) format, with the headings outlined in it. Please ensure you adhere to the word limit of 250 words, including the headings. 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

Please proofread your submission very carefully, as your abstract will be used in the exact version you supply during submission..

### Amending an abstract

You can edit and revise your abstract before it is submitted by logging into the Abstract Submission Site, on the Edit Abstracts tab, and selecting the abstract. Please note that no amendments are possible after the abstract has been submitted. If you do wish to make any changes after you have submitted an abstract, please contact us at [bgcs@in-conference.org.uk](mailto:bgcs@in-conference.org.uk)

### 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) and ensure you receive an acknowledgement

## ABSTRACT REVIEW AND PUBLISHING

### Review panel

Each abstract will be reviewed by 3 reviewers from the Programme Organising Committee.

### Notification to authors

Authors will be notified about the outcome of their submissions during the week commencing **Monday 28<sup>th</sup> April 2025**. The notification will be sent to the **submitting author only**. Please do not contact 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 at the meeting will be published in the British Journal of Obstetrics & Gynaecology.

All those submissions that are accepted for presentation at the meeting will be published in the BGCS Conference Book of Abstracts/Final Programme.

We will publish your abstract from the version supplied by you. It will be published, exactly as submitted which means that any errors or spelling mistakes will show.

## 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.

**In Conference Ltd**

Q Court, 3 Quality Street, Edinburgh, EH4 5BP

Tel: +44 (0) 131 336 4203

E-mail: [bgcs@in-conference.org.uk](mailto:bgcs@in-conference.org.uk)

We look forward to receiving your submissions for BGCS 2025.