ABSTRACT SUBMISSION GUIDELINES

Abstract Format

Your abstract needs to be submitted using the templates within the online portals.
Please use the headings provided to structuring your submission and **do no**t include any images, figures or tables.

The text should be written in plain English, in 12-point font, left-aligned and single-spaced.
Abstracts are limited to 250 words; those exceeding this limit will not be considered.

Online submission site

All abstracts need to be submitted through the online submission site.

Submission deadline

The deadline to submit an abstract is **Thursday 4 March 2027 at 23:59 (GMT).**

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 submissions within the draft stage, but you must 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 associated registration fees. Further information will be sent to you when authors are notified of the outcome of their submission.

SUBMISSION PROCESS

In order to make a submission, you will need to create and log in to the portal.

There are then 6 steps to complete to submit your abstract

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 also comply with the 20-word limit.

Please select if you are submitting an abstract for consider as either an Oral or Poster presentation. You will also have the option of selecting Either.

Surgical video abstracts should be submitted through a separate portal.

- An **Oral presentation** is a talk plus delivered in the main conference programme, accompanied by slides.
- **Posters** will be displayed during the conference for all delegates to view. You will required be present during lunch and refreshment breaks.
- **Surgical video submissions** will be presented during the workshop on the Wednesday. If an abstract is accepted, authors will be required to produce a surgical video, for presentation during the workshop.

Step 2: Presentation themes

At this stage, the submitting author will be required to select a theme from the dropdown menu. The available themes are as follows:

- Cervical cancer
- Clinical oncology
- Education and Training
- Endometrial cancer
- Genomics
- Medical oncology
- Nursing
- Ovarian cancer
- Palliative and supportive care
- Pathology
- Radiology
- Rare tumours
- Screening and prevention
- Survivorship
- Vaginal cancer
- Vulval cancer

For video abstract submissions, the themes are:

- Management of complications
- Surgical education
- Surgical innovation
- Surgical technique

Step 3: Authors and Affiliations

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 relevant 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 each presentation will be limited to one presenter. 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 format outlined in the submission templated.

Please ensure you adhere to the word limit of 250 words. Longer abstracts will not be accepted. Do not include the title, references or authors in this section.

Steps 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.

Proofreading: 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 proofread your submission very carefully.

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

AMENDING AN ABSTRACT

You can edit and revise your abstract before it is submitted by logging into the submission site and selecting the abstract.

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 bgcs@in-conference.org.uk

WITHDRAWING AN ABSTRACT

If you wish to withdraw an abstract, please email bgcs@in-conference.org.uk and ensure you receive an acknowledgement.