

ABSTRACT SUBMISSION GUIDELINES

Deadline for Submissions: 23:00pm GMT Friday 26 January 2018

The **BACO 2018 Academic Committee** welcomes abstracts for both oral and poster presentations dealing with ear, nose and throat surgery and its related specialisms. The presentation of data at this meeting will provide the opportunity for interaction and discussion with a highly informed audience.

Abstract submissions are very much encouraged and prizes will be awarded for the best oral presentation and poster presentation. The top marked abstracts that are chosen for oral presentation and the top posters on each day of the conference will be published in Clinical Otolaryngology and Allied Sciences.

Using the abstract submission system:

Submitting an abstract is a multi-step process. Some questions are marked “required” and you will not be able to complete your submission until these questions have been answered. You will save your work as you proceed through the pages. If you have to stop part way through the process your submission will be saved, but not submitted until you return later and complete all the questions. When you log in again you can click on your incomplete abstract and resume submission. After submission, you can continue to amend your work until the submission deadline.

Amending a submission:

You may wish to change your submission. You can do this at any time up to the deadline (23:00pm GMT Friday 26 January 2018).

Terms and conditions:

- Submission of an abstract acknowledges your acceptance for the abstract to be published in the official conference publications.
- Presenting authors of abstracts must be registered participants of BACO International 2018.
- Abstracts must be original and must not be or have been published or presented at any other congress prior to BACO International 2018
- Abstracts must be submitted and presented in clear English with accurate grammar and spelling.
- Abstracts must be received by the announced deadline. Abstracts received after the deadline will not be considered.
- Abstracts stating “data will be discussed in the presentation” will NOT be accepted.

Queries: If you have any queries about the submission process or you want to withdraw an abstract please contact the secretariat baco@conferencecollective.co.uk referencing your abstract reference number.

Please read the instructions below carefully before preparing your abstract.

- Aim to capture the academic committee’s interest.
- Be clear and concise.
- Check the abstract carefully, or better still, ask a friend who doesn’t know the work to check it for spelling, grammar, readability and clarity.

TITLE

The title of your abstract should be succinct yet clearly describe the content of the work. Use sentence case (i.e. the first letter of the sentence is capitalised, with the rest being lower case except for proper nouns and acronyms). Do not use any abbreviations in the abstract title. The titles of accepted abstracts will be published in the final conference programme and on the conference app. You should adhere to the original title and content of the abstract when presenting.

ABSTRACT CONTENT

1. Your abstract should not exceed 150 words.
2. Images/tables can be included in your abstract and are not included in the word count of your abstract. Please ensure that you reference the image/table in the body of your abstract eg image 1, table 1
3. Abstracts may be reduced in size for printing, so all lettering, symbols, tables, graphs and lines should be clear and distinct.
4. Do not include author names in the title or body of your abstract because a “blind” reviewing process may be used – you can enter the names online during the submission process.
5. Abstracts must be submitted in English.

GENERAL STYLE GUIDELINES

1. Abstracts should be structured under appropriate headings for the nature of the work, e.g.:
 - a. Background
 - b. Objectives
 - c. Methods
 - d. Results
 - e. Conclusions
2. Use standard abbreviations only and place any unusual abbreviation in parentheses after the full word the first time it appears.
3. Use generic names of drugs.
4. If reference is made to proprietary products or equipment, the manufacturer's name and location should be included in parentheses.
5. Referencing and citations in Vancouver format are allowed – see further details below. References should be numbered in the order in which the citations appear in the text.
6. Please check your abstract carefully as it will not be edited.

REFERENCES

References should be listed in the separate box provided in the abstract submission system.

- References should be kept to a minimum and should be consistently and accurately presented in Vancouver style.
- The reference list is not included in the word count but the citation numbers within the abstract are.
- Only sources referred to in the text should be included.

PRESENTATION TYPE

There is a choice of two presentation formats – oral or poster. Please indicate your choice of presentation format. The academic committee will make the final decision on presentation format.

SUBJECT AREA

When submitting your abstract you will need to select one of the following subject areas which best fits the material within your abstract. If your work pertains to basic science or is an audit, please ensure it aligns within one of the domains below.

- Education
- Facial Plastic Reconstructive Surgery
- General ENT
- Head & Neck Surgery
- Laryngology
- Otology & Neurotology
- Paediatric ORL
- Rhinology/Anterior Skull Base Surgery
- Student and Foundation Doctors in Otolaryngology

AUTHORS

Please provide first name, last name and affiliation of all authors associated with the abstract. Omit degrees, titles or appointments.

AFFILIATIONS

IMPORTANT: When adding details of authors, please ensure you **add an affiliation for each individual author** and click 'Save'. **Format of Affiliations (where work was carried out):** Institution Name, City, Country

Upon completing your author data entry, please double check that each author has an affiliation saved against their record before finally submitting your abstract. Please ensure that each author has the correct applicant type against their name ie. author or presenter.

If you have any questions regarding submitting an abstract, please contact the BACO 2018 Secretariat:
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