Abstract submission checklist



Get permission from all co-authors

Nominate a lead and corresponding author

Have all author names to hand in format last name in full then first name initials - separated by a semi colon

Prepare a list of Institutions / affiliations of authors involved in the work

Make sure your abstract content is no more than 250 words

If submitting audit, research or service evaluation project follow the structure outlined on the form

Check if the abstract has been previously been presented at another meeting/event

Check if the has been published in a journal / publication or is currently submitted to one

Don't miss the deadline - 1st April!



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