

Abstract Submission: Frequently asked questions

When is the submission deadline for abstracts?

The deadlines for submission of abstracts for AAGBI meetings are available on the website <http://www.aagbi.org/education/events/abstract-submission-deadlines>
Under no circumstances will an abstract be accepted after the stated deadline

What constitutes authorship?

All authors must meet the requirements of authorship as set out in the guidelines of the [International Committee of Medical Journal Editors](#) i.e. all have made a substantial contribution to the acquisition of data and its interpretation AND been involved in drafting the abstract or revising it. All proposed changes in authorship after submission must be fully explained

Do the authors of the abstract and the poster have to be the same? i.e. if a colleague works on the poster, can they be classified as an author?

The authors should be the same although any individual who is not an author and contributes to the production of the poster can be acknowledged

How many co-authors can I include on the authors' list?

We do not set a maximum but all authors should have made a significant contribution as per the definition of what constitutes authorship above. It is unusual to need to credit more than six authors

Is there a word limit for the abstract?

The maximum length of an abstract is 2700 characters; this count excludes the abstract title (maximum 300 characters) and references (maximum 750 characters).

As a guide, using the character count above your whole abstract inclusive of one table or figure (if applicable) should fit within a space of 8cm in width and 23cm in length.

I am not sure which category my abstract should be submitted under?

Please refer to the following definitions:

Audit - comparison of practice against a local or national standard. Ideally the audit cycle should be completed or demonstrate the intention to do so.

Survey - ascertainment of views/practices of staff or patients that is not routinely collected

Original research - observational or interventional studies involving collection of new data

Case report – describes an unusual and instructive case, or small group of cases (case series) demonstrating novel anaesthetic techniques, novel use of equipment, or new information on diseases of importance to anaesthesia. Case Reports are frequently suitable for documenting unusual cases of toxicity or equipment failure.

Safety (Annual Congress only) – a project showcasing examples of improved safety in anaesthesia

You must ensure that appropriate approval (ethical review, informed consent etc.) has been sought for the abstract submitted. Presentation of any data involving patients would require at least approval from the Caldicott Guardian (or equivalent if non-NHS), if not explicit written consent from patients. It is not necessary to state this in the abstract, but it **must** be stated during oral presentation/included on the poster

What headings should I use for a case report?

Your abstract should use the following headings: Case report, Discussion, Acknowledgments and References

Is it possible to submit more than one abstract?

Authors should give careful consideration to submitting multiple abstracts where they are the presenting author as this may present a problem during the judging sessions

Does the poster have to include the entire abstract?

Yes, the abstract is a summary of the poster and the poster should expand on the content of the abstract

I wish to submit a case report abstract but the patient has passed away. Can I present the case?

You should contact the next of kin and seek their assent. Only if all reasonable attempts to make contact have been made and failed would we consider acceptance. This is the Journal's statement which is the standard we work to:

Submission of a case report requires the written consent of the subject to publication. While the Editorial Board recognises that it might not always be possible to seek such consent (or the assent of the next-of-kin if the patient has died), the onus will be on the authors to demonstrate that this exception applies in their case. Please state in an Acknowledgement at the end of the text: 'Published with the written consent of the patient(s)' or similar, as appropriate

Can I submit an abstract that has been submitted to another non AAGBI meeting?

If your abstract has been presented at or accepted by another (non AAGBI) meeting and it has been published or accepted for publication then you can present it at an AAGBI meeting but it can't be published as an online abstract. It is not necessary to state this in the abstract, but it **must** be stated during oral presentation/included on the poster and **must** be clearly noted on your submission form

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Can I withdraw my abstract after submission?

Yes, abstracts can be withdrawn after the submission/closing date, but they cannot be altered after the closing date

Data collection for my study is underway but will not be ready in time for the abstract deadline submission; however, the abstract will be prepared by the deadline. Is it possible to prospectively submit the results/data?

It is the submitted abstract that is judged and published for the meeting. Thus it is inappropriate for it to be submitted without essential results on the promise that these will be available later. It is likely that the abstract would be rejected and it would be better to await data collection and analysis and to submit to a later meeting when the complete study can be presented

Selection Process**What are the criteria that the abstracts are reviewed against?**

The scoring criteria are available [here](#). You are strongly encouraged to look at the scoring guides when preparing and focusing your submission.

Who selects the abstracts and decides how they will be presented?

All submitted abstracts will go through a peer review process carried out by the shortlisting panel. All abstract review decisions are final. Because of the timeline, there is no appeals process or opportunity to resubmit once an abstract is rejected. The top scoring abstracts will be invited for oral presentation (Annual Congress and GAT ASM only); the remaining successful authors may be invited to present a poster.

Registration and attendance at the meeting**Is there an abstract submission fee?**

No, there is no charge to submit an abstract; however all accepted abstracts are subject to the first author or a co-author registering for the meeting at the appropriate rate. Submission of an abstract does not constitute registration for the meeting. Authors accepted for oral or poster presentation must register for the conference.

I am an author and my abstract was accepted as a poster/oral presentation but I cannot get study leave. Can a colleague present on my behalf?

Yes, provided that colleague is an author

What size should my poster be?

Posters should be up to A1 size (single sheet of paper/fabric 59.4cm x 84cm) and orientated in portrait view. Any posters not meeting the criteria will not be displayed

If I have my poster printed by Scienceposters, will it be put up for me?

Yes, AAGBI staff will display the poster for you but you must still attend the meeting to present your poster in the allocated session

I am an author and my abstract was accepted as a poster presentation but I cannot get study leave. Can the AAGBI put up my poster and can it still be included in the judging session?

Regrettably not; an author must register for the meeting in order for the poster to be displayed and be present at the allocated time to answer the judges' questions for it to be judged

Do I need to register for the whole three days if I am presenting a poster on one day only?

No, you only need to register and attend for the day(s) you are presenting

My abstract has been accepted for oral presentation, can it move session?

No, the session stated in our email correspondence is final and cannot be changed

Is it ok to have two presenters for an oral presentation?

Yes, though you should ensure that dual presentation does not detract from the quality of presentation

I am unable to attend the final day of the meeting so will be unable to collect my poster. Can the AAGBI send my poster and CME certificate to me?

Yes, all leftover posters and CMEs will be dispatched after the meeting

I presented a poster at an AAGBI meeting, can I have a certificate for my portfolio?

We can provide you with a letter confirming your presentation