

European Registrars Conference 2018

17 – 19 November

Queen Elizabeth II Centre, London



Abstract Guidelines

IMPORTANT DATES

- Abstract submission opens: 26 February 2018
- Abstract submission closes: 25 April 2018 at 23:59 (UK Time)
- Abstract notification: w/c 28 May 2018

Abstracts received after the deadline will not be accepted.

TECHNICAL REQUIREMENTS

The abstract submission system works best with Mozilla Firefox:

- Cookies needs to be enabled
- All pop-up blockers should be turned off

DEFINITIONS

- **Submitting author:** person who physically submits the abstract
- **Presenting author:** person who will physically present the abstract at the conference and who is marked as the presenter in the programme

RULES

Failure to observe these guidelines may result in disqualification.

1. Click on the "ABSTRACTS" section of this website and follow instructions as given. Please note that you will be asked to register yourself if you have not used the system before. Once registered you will be sent confirmation of your username and password, which you can subsequently use to log in and modify / submit any new abstracts.
2. The correct **topic** must be selected to ensure correct scoring. The content of the abstract must be topic related. Topics are detailed on the abstract page of the conference website. Some topics include sub categories, in order to view them please expand the category using the + icon. Please selected the most appropriate topic for your submission. The Committee retain the right to amend the abstract category if they feel it is suited under an alternative category.
3. Within the abstract portal, all submitters are asked to select the level of the abstract as, introductory, general or higher. This will help delegates choose the most suitable session for them.
4. Abbreviations should be defined.
5. Do not use subtitles, eg: Method, Results etc.

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6. The abstract cannot contain more than **150 Words** (2000 characters - including blank spaces, punctuation).
7. Please include a maximum of two biographies for the speakers when submitting your abstract – these should be no longer than **150 words each** (2000 characters). Biographies should be written in third person.
8. It is undesirable to end abstracts with such phrases as "the findings will be discussed" as this is unhelpful to future readers.
9. When you submit an abstract for the first time you will be asked to create an account. You will be able to use the same details to login and register. Once you have submitted your abstract you will also be given a unique Reference Number. Please make a note of these so that, if required, you can recall and update/amend your submission. Abstracts can be amended up to **midnight on Wednesday 25 April 2018** when the submission site closes.
10. Please ensure that your abstract does not contain spelling or grammatical errors. No corrections are possible after the submission deadline. The abstract will be **reproduced exactly as submitted in the event app**. No proofreading will be done.
11. Type the title, authors and addresses using Proper Case (i.e: do not use all capitals). Please ensure you add all author affiliations in when submitting your abstract to ensure they appear on the final abstract.
12. If you need to withdraw your abstract, a written statement reflecting the reasons for this decision must be sent to ERC2018abs@mci-group.com.

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ABSTRACT TYPING INSTRUCTIONS

Formatting your abstract

Please use International characters only. Please type in "Normal sentence case", not all in CAPITALS. Reduce abbreviations to a minimum, especially non-standard ones, and define at first use. Abbreviations should not be used in the title. Make the title intelligible to all. Use only normal keyboard characters. Separate each paragraph with one hard return.

Please do not use hard returns at the end of each line - the text will wrap automatically. All abstracts will be reproduced exactly as submitted so please check the text for typing errors before you submit

Please use the buttons provided to format your abstract title and text. The following formatting is available: Bold, Italic, Superscript, Subscript, Symbol/custom character, Copy, Paste as plain text, Select all, Undo, Redo.

If you are pasting content we strongly advise using the "paste as plain text" button in the toolbar along with the "custom character" button, if any erroneous characters remain you will be alerted on submission and given the opportunity to amend.

AFTER THE SUBMISSION

1. The Programme Committee reserve the right of final decisions regarding acceptance of abstracts and the form of presentation. The Committee also retain the right to amend the abstract category if they feel it is suited under an alternative category.
2. The submitting authors will be notified **w/c 28 May 2018**, at the email address provided during submission, whether their abstract has been accepted. It is the author's responsibility to ensure that emails from ERC can reach them. They will be informed at the same time about the date, time and form of their presentation.

PRESENTATION OF ABSTRACTS

1. Abstracts will be accepted as an oral presentation only.
3. Oral presentations will be advised of date and length of presentation once abstracts have been accepted.
4. Full presentation guidelines will be included in the acceptance letter and posted on the conference website.