Abstract (Poster and Oral Presentation) Submission Guidelines:

General guidelines:

- Abstract length is limited to 3,000 characters (including punctuation and excluding the title). If your abstract is longer, the system will instruct you to reduce the number of characters before you can continue the submission process. Please use title casing, capitalizing only the first letter in each word. If you are pasting your abstract text into the submission site, please note that special characters and scientific symbols may cause translation problems. Review your submission carefully.

- The abstract title must be 250 characters or less (including punctuation). The title should be carefully crafted to deliver the poster's or presentation's hypothesis and key message.

- Presentations must be made in English, as no translation service will be available.

- The Presenting Author for each abstract submitted must be clearly identified at the time of abstract submission.

- Authors must specify whether they are submitting an abstract for an oral presentation or poster presentation.

- Accepted oral and poster submissions will be organized by the Program Committee into working group subject matter based on preference indicated by the submitter. Notification regarding abstract acceptance and scheduling will be sent to the submitting author.

Attendance at the event:

- If an abstract for an oral presentation is accepted the presenting author will be able to attend the event free of charge. Upon confirmation of attendance, the Phacilitate Events Team will reach out to the presenting author with registration information.

- If an abstract for a poster presentation is accepted the presenting author must register and pay to attend the event.

- Attending co-authors will need to register independently at the applicable rate if they wish to attend any part of the event.
- Please note we are unable to accept abstracts for an oral presentation from technology or solution providers – if you would like to get involved in speaking, please get in touch with our sponsorship team (peter.harkness@phacilitate.co.uk)

For oral presentations:

- You give Phacilitate permission to film or photograph your presentation at the meeting, which may be used on the Phacilitate website. If you do not wish us to film or photograph your presentation, please let us know in your submission!

For poster presentations:

- Authors must take responsibility for the delivery, display and collection of their poster

- All paper posters must be A0 size (841 × 1189 mm) (unless specified), but can be portrait or landscape.

- If a pdf or JPEG of your accepted poster is requested, it must be submitted by e-mail to Phacilitate (malgorzata@phacilitate.co.uk) no later than 2 days before the event. Failure to provide this pdf or JPEG file may result in the poster being withdrawn.

- It is the responsibility of the first author/ named person to ensure the poster is on display in time for the beginning of the event, and must not be removed until the last refreshment break has finished.

- Authors may, if they wish, provide A4 hand-outs or notes on their posters for delegates. It is the authors' responsibility to bring these to the event. In addition, authors should be available to discuss their poster with meeting delegates so they should indicate the day / time they will be available at their poster display to the organisers when requested.

- Any posters remaining on site at the end of the event will be disposed of.

- Poster space is limited; submit your abstract early.