

BACO2020 ABSTRACT (Poster & Oral) SUBMISSION GUIDELINES

Deadline for Submissions: 23:00pm GMT Wednesday 11 December 2019

The **BACO 2020 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.

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. You will receive a confirmation email after submitting and amending your abstract. 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 Wednesday 11 December 2019.

Queries:

If you have any queries about the submission process or you want to withdraw an abstract please contact the Baco2020@entuk.org 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 250 words.
2. Do not include author names in the title or body of your abstract because all abstracts will be reviewed anonymously.
3. 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. Title
 - b. Background
 - c. Objectives
 - d. Methods
 - e. Results
 - f. 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 are not allowed.

6. Please check your abstract carefully as it will not be editable after the submission's deadline.

PRESENTATION TYPE

There is a choice of three presentation formats – oral or poster or either. Please indicate your choice of presentation format. The academic committee will make the final decision on presentation format if either “oral or poster” is indicated.

SUBJECT AREA

Once logged into the submissions area; 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:

BACO 2020- ABSTRACTS-Head and Neck

BACO 2020- ABSTRACTS-Laryngology/ Speech and Language Therapy

BACO 2020- ABSTRACTS-Otology, Neuro-Otology and Audio-Vestibular Medicine

BACO 2020- ABSTRACTS-Paediatrics

BACO 2020- ABSTRACTS-Professional standards and guidelines

BACO 2020- ABSTRACTS-Research methodology

BACO 2020- ABSTRACTS-Rhinology/ Facial Plastics

BACO 2020- ABSTRACTS-Student and foundation doctors in Otorhinolaryngology

AUTHORS

All authors are to provide their title, first name, surname and email addresses and institution (place of work or location where work was carried out). The Main/ Presenting Author (only) will also need to provide a brief bio which will be a maximum of 50 characters.

It is the responsibility of the person submitting the abstract to ensure that the full details of all authors are entered correctly. These sections will be published in the conference app as entered by you on the submission system. All authors will be written to via the email address provided by the abstract submitter confirming the status of their abstract in February 2020. If you have any questions regarding submitting an abstract, please contact the BACO 2020 Organiser:

ENT UK at The Royal College of Surgeons of England, 35-43 Lincoln's Inn Fields, London WC2A 3PE
020 7611 1737 (direct) 020 7404 8373 (main) Email: Baco2020@entuk.org
Please refer to the website for programme updates: <https://www.baco2020.org/>

Good Luck!

ENT UK & BACO Team