

## **BACO2020- INSTRUCTIONAL SESSION ABSTRACT SUBMISSION GUIDELINES**

**Deadline for Submissions: 23:59pm GMT Wednesday 11<sup>th</sup> December 2019**

BACO International 2020 Academic committee is now accepting submissions for instructional sessions. In keeping with the theme of the conference, the academic committee would like to see submissions that will appeal to a broad spectrum of participants, primarily trainees. We envisage these sessions as giving the attendee a practical, "warts and all" insight into the benefits and pitfalls on a given topic. These "How I do it" and "Lessons I have learnt" sessions, backed up by expertise, always translate into positive feedback at the end of a busy academic day. While we welcome submissions on technical tips and surgical aspects, we also would encourage expert teams to aim for the broader themes such as "Translating Innovation to Practice", "Contributing to Global Health", "Setting up an NIHR trials".

### **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. 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 GMT Wednesday 11th December 2019.

### **Queries:**

If you have any queries about the submission process or you want to withdraw your submission please contact: [Baco2020@entuk.org](mailto:Baco2020@entuk.org) referencing your submission ID 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 should be succinct yet clearly describe the session. 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 title. The titles of accepted abstracts will be published in the conference app. You should adhere to the original title and content of the submission when presenting your session.

### **ABSTRACT CONTENT**

Abstract should be a maximum of 350 words please.

Abstracts should be structured under the following headings:

- a. Learning outcomes: The learning outcomes should describe the skills or knowledge that authors believe delegates will attain as a result of attending their presentation
- b. Who the session is aimed at
- c. Outline of the session: What will happen in the session? What will participants be expected to do? Are there any pre-requisites for attending this session?)
- d. Resources: You will be responsible for bringing your own resources, but please indicate the type of space required to facilitate your instructional session. Do you need space for people to move around in? Does your session need tables?

### **SUBJECT AREA**

Once logged into the submissions area, you will need to select "**BACO 2020- Abstracts- Instructional sessions**", once selected use the drop down on "sub topic" to indicate one of the following subject areas which best fits the material within your abstract:

**Head and Neck**

**Laryngology/ Speech and Language Therapy**

**Otology, Neuro-Otology and Audio-Vestibular Medicine**

**Paediatrics**

**Professional standards and guidelines**

**Research methodology**

**Rhinology/ Facial Plastics**

**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 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](mailto:Baco2020@entuk.org)  
Please refer to the website for programme updates: <https://www.baco2020.org/>

Good luck!

BACO & ENT UK Team