



ULSTER Paediatric Society

GUIDELINES FOR SUBMISSION FOR ULSTER PAEDIATRIC SOCIETY ANNUAL CONFERENCE ON 15 November 2023

- Submission of an abstract acknowledges your acceptance for the abstract to be published in the official meeting publications. The oral presentations and best poster symposium presentations will be published in Ulster Medical Journal.
- Presenting authors of abstracts must be registered participants.
- **Abstract submission Deadline is 12:00 hours on 27 October 2023**
- **Authors will be notified of accepted abstracts by 31 October 2023**
- **Please note only one abstract per presenting author for both Oral and poster symposium presentations combined.**
- Abstracts must be original and must not be or have been published or presented and awaiting publication at any other meeting prior to the Ulster Paediatric Society meeting.
- Abstracts must be submitted and presented in clear English with accurate grammar and spelling of a quality suitable for publication.
- Abstract text should be 250 words or less. The word count excludes the abstract title, author names and affiliations.
- Abstracts must be received by the announced deadline. Abstracts received after the deadline will not be considered.
- Abstracts stating “data will be discussed in the presentation” will NOT be accepted.
- The presenting author is required to ensure that all co-authors are aware of the content of the abstract before submission
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ABSTRACT PREPARATION

Before you begin, please prepare the following information:

- Presenting author's and Co-authors' details
Full first and family name(s).
Authors' names must be in upper and lower case (J.J.C. Smith).
Affiliation details: department, institution / hospital, city, country
- Abstract title – limited to **20 words in UPPER CASE**
- Abstract text – limited to **250 words**, including acknowledgements.
- Please note : NO GRAPHS / TABLES OR PICTURES in the abstract
We recommend using word-processing software (for example, Word) for editing your abstract and counting the number of words.
- Abstracts should clearly state:
 - **Background and aims**

- **Methods**
- **Results**
- **Conclusions**

- Use only standard abbreviations. Place special or unusual abbreviations in parentheses after the full word appears the first time.
- Use generic names of drugs. Express numbers as numerals.
- Please note that abstracts must be SUBMITTED before the deadline in order to be sent to review for inclusion in the Scientific Programme.

RULES FOR SUBMISSION

THE ABSTRACT MUST BE SUBMITTED BY EMAIL TO: ulsterpaediatricsociety@gmail.com by 12:00 hours on 27 October 2023

The presenting author is expected to attend the conference and present the oral presentation. The presenting author is required to ensure that all co-authors are aware of the content of the abstract before submission. Before submitting the abstract, the Abstract Submitter will be required to confirm the following:

1. I confirm that I previewed this abstract and that all information is correct. I accept that the content of this abstract cannot be modified or corrected after final submission and I am aware that it will be published exactly as submitted.
2. Submission of the abstract constitutes my consent to publication (e.g. website, programs, other promotions, etc.)
3. The Abstract Submitter warrants and represents that he/she is the sole owner or has the rights of all the information and content ("Content") provided to the organising societies of the Ulster Paediatric Society (Hereafter: "The Organizers"). The publication of the abstract does not infringe any third party rights including, but not limited to, intellectual property rights. The Abstract Submitter grants the Organizers a royalty-free, perpetual, irrevocable nonexclusive license to use, reproduce, publish, translate, distribute, and display the Content.
4. The Organizers reserve the right to remove from any publication an abstract which does not comply with the above.
5. I herewith confirm that the contact details saved in this system are those of the corresponding author, who will be notified about the status of the abstract. The corresponding author is responsible for informing the other authors about the status of the abstract.

ABSTRACT PUBLICATION

We will endeavour to publish the oral presentations and the best poster symposium at the Ulster Medical journal .

DISCLOSURE

Disclosure of financial relationships that the author(s) may have with the manufacturer/supplier of any commercial products or services related to the work, should be indicated in the appropriate box on the abstract form.

ABSTRACT SELECTION AND PRESENTATION

All abstracts will be reviewed by the Ulster Paediatric Society Scientific Committee. Presenting authors will be notified via e-mail by 01 Nov 2023 regarding the status of their abstract acceptance to either oral or poster symposium presentation.

Oral presentations:

Oral Presenters will have 8 minutes for presentation plus 4 minutes for discussion.

PREPARATION OF POSTER SYMPOSIUM PRESENTATION

Please prepare your poster on PowerPoint slides (max 3 slides) or word document.

- Poster Symposium Presenters will have 3 minutes for presentation plus 2 minutes for discussion.