

UKRC and UKRO 2018 Submission Guidelines

UKRC - Deadline for oral, poster and ePoster submission - **23.00 – Friday 15 December 2017** | **Word limit: 250**

UKRO – Deadline for oral, poster submission - **23.00 – Friday 23 March 2018** | **Word limit: 250**

If your abstract is accepted at least one author must register to attend a minimum of one day of the congress by **23 April 2018**.
Please note that failure to register may result in your abstract being withdrawn from the congress.
Registration, travel and accommodation charges are the responsibility of the presenter.

The scientific committee will decide the type of communication for your abstract (oral or poster presentation).

Please see below for instructions on how to submit your abstract.

<u>UKRC and UKRO Scientific Abstract Format</u>	<u>UKRC and UKRO Education/Pictorial Abstract</u>
<p>Background Should briefly convey what is known on subject and gap in evidence base that the study examined and paper/poster will present.</p> <p>Method Outlines study design in sufficient detail to enable audience to understand what was done.</p> <p>Results Should present data in an accessible format detailing the main findings of the study and significance of results in addressing gap in evidence base.</p> <p>Conclusion States the primary take home message and any additional findings of importance and study limitations.</p>	<p>Background Should briefly convey what is known on subject and relevance of topic to diagnostic imaging</p> <p>Purpose of Poster Outline the learning outcomes and application to practice for UKRC participants</p> <p>Summary of Poster Content Provides an overview of poster content, organisation and display</p>

Using the online abstract submission system

Preparation of your abstract

1. A “blind” selection process will be used. No identifying features such as names of hospitals, medical schools, clinics or cities may be listed in the title or text of the abstract. Do not include the names of authors either.
2. The title should be as brief as possible. Please capitalise only the first word, not each one. There should be no full stop at the end.

The submission process

- Step 1:** Enter your abstract title, abstract text, keywords and choose your presentation method and select your category.
- Step 2:** Add Author(s) name(s), and organisation(s) and select your presenter
- Step 8:** Confirmation and Submit – please use this step to review your submission and confirm submission

Amending a submission

- You will be able to edit your abstract until the submission deadline, to do so:
1. Log in to the submission system by the details on your confirmation email
 2. You will see a list of the abstracts that you have submitted. Click on the pencil and paper next to the abstract that you wish to change
 3. The process of amending an abstract is the same as the original submission process
 4. When you reach the final step and press “Finish submission”

Withdrawing an abstract

If you want to withdraw an abstract please log in, click submissions and then edit submissions and you can see the option to withdraw. Otherwise, please contact the congress organisers at jointcongress@profileproductions.co.uk