

Abstract and Posters Submission and Presentation Guidelines

- ▶ The scientific committee invites abstracts and posters submissions for the SSMC Anesthesia Updates Masterclass which covers the following topics:
 - Anesthesia and its related disciplines (namely critical care, peri-operative medicine & pain medicine) and its subspecialties.
 - Clinical and laboratory research.
 - Robust Quality Improvement projects.

- ▶ Submissions are welcomed by clinicians, academics, consultants, trainees, and medical students. Submissions from trainee networks are welcomed and encouraged. Clinical Scientists and Allied Healthcare Professionals are also welcome to submit abstracts. By submitting an abstract, at least one of the authors is agreeing to register and attend the meeting in order to present the abstract, if selected.

- ▶ Abstracts are screened by the reviewers according to the following criteria:
 - Meet submission guidelines.
 - High-quality scientific work.
 - Clinical relevance of the study.
 - Appropriate methodology and use of statistics where appropriate.
 - Appropriate and justified conclusions.
 - Overall quality of written submission (clear and succinct language, appropriate use of figures and tables, and appropriate limited references).
 - Priority is given to abstracts aligned with the advertised meeting themes.

- ▶ You may elect to present your work but not publish the abstract. Submission of research protocols or early research project results is also welcomed, although the focus of the meetings is typically on the presentation of completed research.

- ▶ The forum provides both formal and informal opportunities for discussion, advice, feedback, and guidance from a relevant academic audience. Successful abstracts will typically be themed by topic for presentation at the meeting. We regret that it is not always possible to accommodate requests to present on a specific day, and presenters and delegates are encouraged to attend the entire meeting.

Abstracts

Structure and Format

The entry should be in the form of an abstract and should be the authors' own work. It should be submitted on or before the deadline. The submitting author is assumed to have gained permission for submission from all co-authors, and the submitted abstract should have been viewed by all listed authors. Abstracts are processed by automated software within the website submission system. Abstracts must conform to the following criteria or they will not be accepted:

- No more than 420 words, including the abstract main text, headings, figure legends or acknowledgments, abstract title, author names, and abbreviated references.
- Must be editable .docx file (not a .doc or .pdf).
- Must be on a single page with a minimum font size of 11 pt Times New Roman or an equivalent size.
- Must have 2 cm margins all around.
- Can include one figure or table on a single page. This should be appropriately annotated and placed below the main body of the text. Including a figure reduces the word count available to you. Please make the figure or table of an appropriate size so that the information can be read or viewed clearly without having to resize the image. All text within a table or figure should have a minimum font size of 11 pts.
- Can include up to three abbreviated references (see below).

The abstract Word document you upload should conform to the following layout:

- Title.
- Authors (with the presenting author highlighted in bold) eg CA Smith, **J Brown**, S Smith.
- List the principal institution at which the work was carried out or that of the presenting author.
- Corresponding author's email address (for correspondence should the abstract be published).
- Arranged in the following sections, but titles are not required: Introduction, Methods, Results, Conclusions, and Acknowledgements (if necessary), followed by Table/Figure below the main body of the text, then References (see below).
- Up to three key abbreviated references are permitted if desired. Please limit to three authors and use abbreviated Index Medicus Journal Titles. E.g. Futier E, Constantin J-M, Paugam-Burtz C et al. N Engl J Med . 2013; 369: 428-37

Submission

The conference website hosts an automated submission system. Please follow the screen instructions and use the backup submission email. A confirmation reply will be sent to accepted abstracts with further instructions.

Presentations

Presentations will usually be limited to 7 minutes with 3 minutes for questions. This format may change slightly depending on the timing of a particular meeting. Each session will have a chair who will keep you strictly on time. Please rehearse your presentation as overruns will not be possible.

AV facilities are available at all meetings and a self-contained presentation on an unencrypted USB memory stick is preferred. All presenters must load and check their presentation prior to their allocated session. Acceptable formats include MS PowerPoint, Apple Keynote, Prezi, or PDFs. If required, the authors may use their own laptops or other devices. Please remember bringing appropriate VGA/HDMI dongles.

Questions are invited from the audience and most abstracts generate a lively discussion. Following questions, the chair will formally ask the presenter if they would like their abstract to be submitted for publication.

Posters

Format

- A1 size.
- Portrait (vertical) orientation.
- Posters should contain no more than 750 words, excluding title, authors, and references.

Posters must include:

- A content structure that includes title, authors, and institution.
- A caption if a figure or picture or table is used.
- References if applicable, cited in Vancouver format.
- Acknowledgement of sources of funding if applicable.
- The following statements (if applicable and true): “This study received ethics committee approval or was conducted under the Animal (Scientific Procedures) Act (1986) (include license numbers) or equivalent”.

Prizes and Awards

Awards are available for presentations. The judges will assess the presentations based on the delivery, presentation content, scientific standard, and the ability of the presenter to answer questions.