

ABSTRACT SUBMISSION GUIDELINES



INFORMATION REQUIRED PRIOR TO SUBMITTING

Although you can amend your submission up until the closing date, before submitting an abstract, it is useful to have the following information ready:

Abstract Details

Title

Abstract format (Oral and/or Poster presentation)

Details of author & co-author(s)

Salutation

First name

Last name

Organisation

Email address (please ensure a valid email address is entered here - this is a mandatory field)

Main body of abstract (max 300 words)

Character count will vary depending on the application you are using. If you choose to copy and paste from another application (e.g. Word) this may affect the compatibility of the character count. If you experience difficulty when entering your abstract text please contact us.

SUB HEADINGS

Please use the following sub headings in your abstract:

1. Introduction
2. Methods
3. Results
4. Discussion

FORMAT OF ABSTRACTS

Authors should summarise their work in no more than 300 words. Use subheadings as indicated above and in the poster template. Abstracts should be written in a narrative format, not solely as bullet points.

Abstracts should not include diagrams or references but may contain up to one table.

All places, organisations and people must be anonymised in the submitted abstract text.

Organism names should be presented using *italics* - first use should be genus name in full e.g.

Mycobacterium tuberculosis, and any subsequent use should be upper case initial followed by a full stop and the species name e.g. *M. tuberculosis*.

It is your responsibility to ensure accurate grammar and spelling of the abstract. Poor grammar or spelling may mean that the abstract is rejected. Accepted abstracts may be edited prior to publication.

Posters may be photographed and used for promotional activity through outlets such as social media.

Authors and presenters are expected to adhere to best practice in presenting their work, ensuring that presentations are free from commercial bias and based on evidence accepted by our peers. In addition to this, you are asked to be sensitive to equality and diversity issues avoiding offensive language or terminology. All authors of abstracts are expected to declare, at the time of submission, any potential conflict of interest relevant to the presentation being given including any affiliation with companies. In addition please reproduce any conflicts of interest or state that there are none, on the poster or at the beginning of your slides if your abstract is accepted. If you are unsure as to what constitutes a potential conflict of interest relevant to the abstract, contact Fitwise Management Limited. Email: events@fitwise.co.uk

Review Process - all abstracts are blind reviewed, any reviewer with a potential conflict of interest related to any abstract must declare this conflict and the abstract is passed to another reviewer.