

BACO **The UK's Premier** **Triennial Meeting**

14th

**British Academic Conference
in Otolaryngology and ENT Expo**



4th–6th July 2012

Scottish Exhibition and Conference Centre (SECC) Glasgow

INVITATION TO SUBMIT ABSTRACTS

Closing date 31st January 2012

Further details and submission form are available at:
www.bacouk.org

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13th British Academic Conference in Otolaryngology (BACO)

4-6 July 2012 at the Scottish Exhibition and Conference Centre, Glasgow

GENERAL INFORMATION

Abstracts must be submitted electronically only to conferences@entuk.org and received by no later than **midnight on 31 January 2012**.

Abstracts not adhering to the submission guidelines or received after the closing date will not be considered.

All submissions received will be electronically acknowledged.

All submissions will be anonymised prior to review by the BACO Free Papers and Selection Committee.

Applicants will be notified by **1 April 2012** if their abstract has been accepted or declined.

Full registration is a requirement of presenting a free paper or poster at the conference.

By submitting an abstract you have given permission for ENT UK to publish it on its website and/or in other ways which would be considered appropriate. In this instance, all accepted presentations, whether oral or poster, will be published (citable) in a Clinical Otolaryngology supplement which will be available at the conference. All abstracts will be published in black and white and all materials will be credited to the authors.

Oral presentations should last no more than 5 minutes with a maximum of 2 minutes of questions thereafter.

Oral presentations will take place within the main body of the programme rather than in separate free paper sessions and will be scheduled according to subspecialty interest.

Poster presentations will be sited according to sub-specialty interest. Presenters will be required to stand by their posters during a lunchtime poster run for a short presentation/Q&A session by a marking group.

Prizes will be awarded for the best papers and posters submitted by non-consultants.

THEMES

The theme for abstracts must be in accordance with the following titles:

- Basic Science
- Clinical Audit and Practice
- Head and Neck Surgery
- Laryngology
- Otology and Neurotology
- Paediatric ORL
- Rhinology and Facial Plastic and Reconstructive Surgery

ABSTRACT GUIDANCE

Abstracts must:

- be submitted on-line on the official form only (abstracts not complying with this rule will be rejected)
- be submitted for one category only (the same abstract submitted for more than one category will be rejected)
- be a maximum of 250 words excluding the title (abstracts over 250 words will be rejected)
- be submitted in English using Arial 10-point font in single line spacing
- be saved as LAST NAME of the author followed by the title (truncated)
- cover only one side of A4 in MS Word format (PDF is not acceptable)
- define each abbreviation the first time it is used in the text by placing in parentheses
- have no carriage returns within a cell
- include a word count
- be original work
- not include references, tables or charts. If figures are to be used, they must be of high quality, lettering, symbols/lines should be clear and distinct

Abstract preparation guidelines:

- Title (brief and clear in lower case with only the first letter capitalised – do not indent)
- Main author's last name followed by first name (without title or degrees) and institution
- Co-authors' last names followed by first names (without title or degrees) and institution
- Institution, city and country where the study was performed
- Select your presentation preference (oral or poster) which will be noted, but cannot be guaranteed

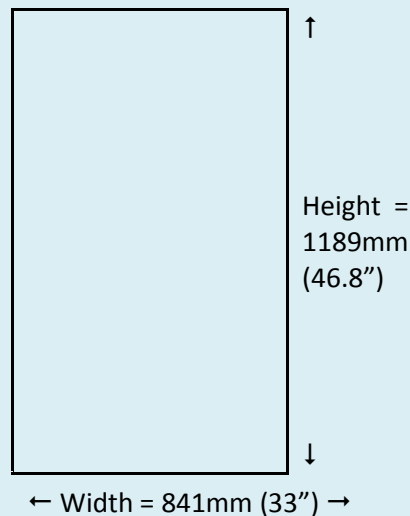
Abstracts should be arranged in the order:

- Objectives
- Methods
- Results
- Conclusions

POSTER GUIDANCE

Please note that poster presentations will be on a first come, first served basis and will not be numbered. Please read the following poster guidelines carefully:

- Each poster must be maximum AO size (not exceeding 841mm (33") wide x 1189mm (46.8") high)
- Each poster must be produced in portrait format (landscape is not acceptable); each poster board will accommodate two posters - one each side.
- Each poster must be produced on material that will easily attach to the poster board with Velcro which you must provide.
- Each poster must include the title, the name of the presenter and author(s), as well as hospital.
- Font size at least 16pt must be used - anything below this can make it hard to read from a distance.
- Do not use a dark background.



All posters will be displayed for the duration of the conference so please ensure that you register between 07.00-09.00 am at the registration desk. You will then be shown where to display your poster. There is no requirement for you to remain with your poster, but you should be available during intervals in order to answer any questions. A prize will be awarded for the best poster submitted.

All posters must be removed at the end of the conference. If your poster is not taken down at the end of the conference, it will NOT be returned to you.