

### THEME

You are invited to submit an abstract or a poster for the 2021 Winter Symposium. Five winning entries will have the opportunity to showcase their work to an online audience in a quick fire 5 minute session.

The top two entries, one abstract and one poster, will be announced at the end of the quick fire session.

Both winners will receive an amazon voucher to the value of £50.00.

The three other shortlisted entries will receive a £10.00 amazon voucher.

All shortlisted entries will be invited to present their work as an e-poster which will be displayed on the website throughout the two day conference.

You will also receive a certificate stating that your work has been displayed at a national conference

### Topic

This year's topic is **"Quality and Improvement"**

### Eligibility

The competition is open to foundation medical students, trainees, non-trainees and consultant anaesthetists.

### Prize

**Five winning entries will be chosen to give a five minute "quick fire" presentation on their poster or abstract to an online audience of over 100.**

**Free entry to the conference on the day of the presentation**

### How to enter

- Submit a copy of your abstract, as an attachment to [events@rcoa.ac.uk](mailto:events@rcoa.ac.uk) along with a signed copy of the form below
- Please ensure you follow the abstract preparation guidelines on page 2, as failure to do so could result in your entry being disqualified from the competition.

### What happens next?

- The closing date for entries will be midnight on **Friday, 15 October 2021**.
- A panel of RCoA judges will assess all submitted abstracts. Authors will be notified by **as soon as possible**, if they have been invited to display their work at the **Winter Symposium 2021**.
- The highest scoring authors will be invited to display their poster as well as give a 5 minute poster presentation of their work to the panel of judges
- Please follow the poster preparation guidelines on page 3, failure to follow the guidelines could result in disqualification from the competition
- All authors will need to book a place on the event in order to display their poster. Please visit [www.rcoa.ac.uk/events](http://www.rcoa.ac.uk/events) to book your place.

### Key information

- Please note that only one author will be invited to present, though it is understood that other individuals may have contributed towards the poster content.
- Previously published work or work that has already been presented at a national meeting will not be considered for presentation. Work that has been presented at hospital, school, or regional meetings will be considered.
- Candidates will have a free place on the day they present their work, but will need to pay to attend the other day of the conference.

I \_\_\_\_\_ (print name) certify that the research submitted has not been previously presented at a major meeting or published.

I confirm that all the authors listed support the submission of this abstract to the RCoA **Winter Symposium 2021**

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Note: signatures/electronic signatures are preferred; however typed names in the signature field will be accepted as certification of this statement.

### Abstract Preparation Guidelines

All abstracts submitted must follow these guidelines

#### Abstract format

- Single A4 sheet
  - Plain text, rich text or Microsoft Word
  - 12 point font
  - Times New Roman font
  - 2.5cm margins
  - Single line spacing
  - A blank line separating paragraphs
  - One table or figure is permitted, these should be incorporated into the document and the text should be reduced accordingly to accommodate these within the A4 page allowance
- Note: Images/figures may be embedded within MS Word documents or may be sent separately as .jpg or .gif files*

#### Abstracts must include

- Abstract title
- All authors' initials, last names and place where work was carried out
- The text of the abstract should not contain headings, but should follow a general progression through background, methods, results and conclusion
- If a figure or picture or table is used; caption (same font guidelines as above apply)
- A maximum of 5 References; listed and cited as specified by the British Journal of Anaesthesia
- Acknowledgement of sources of funding
- The following statement (if applicable and true): "This study received ethics committee approval or was conducted under the Animal (Scientific Procedures) Act (1986) (include licence numbers) or equivalent."

### Poster Preparation Guidelines

Authors selected to display a poster at the event must present their research in greater detail than in the abstract and should not simply reproduce the text contained in the abstract. There is no limit on figures/pictures/tables in the poster.

#### Key information :

- Please note that only one author will be invited to present, though it is understood that other individuals may have contributed towards the poster content.
- Previously published work is not eligible. Work that has been presented at hospital, school, or regional meetings will be considered.
- Candidates will be required to pay to attend the Winter Symposium 2021 to present their work.

#### Poster format:

- Digital pptx / jpeg /png format
- Landscape (horizontal) orientation
- 16:9 aspect ratio
- There is no word limit but posters should contain between one and five images, tables or graphs.

#### Posters must include:

- References; listed and cited as specified by the British Journal of Anaesthesia
- A caption if a figure or picture or table is used
- Acknowledgement of sources of funding
- The following statement (if applicable and true): "This study received ethics committee approval or was conducted under the Animal (Scientific Procedures) Act (1986) (include licence numbers) or equivalent"
- A content structure that progresses through: title, authors, institution(s), introduction, methods, results, conclusion, acknowledgements and references.

#### Other information:

- The presenting author will receive a certificate of presentation for producing and presenting a poster and may be entitled to claim CPD credits internally.

You are advised to liaise with your appraiser. For enquiries regarding RCoA CPD accreditation please contact the CPD Coordinator at [CPD@rcoa.ac.uk](mailto:CPD@rcoa.ac.uk)