



SALG Patient Safety Conference 2017

Submission of Abstracts for Poster Presentation

Abstracts are invited for poster presentation at the **SALG Patient Safety Conference** to be held on Wednesday 22nd November 2017 at the [Manchester Conference Centre](#).

Abstracts should be submitted to SALG@rcoa.ac.uk

Deadline: Midnight, Sunday 17th September 2017

All abstracts should be submitted as plain text, rich text or Microsoft Word format. Images may be embedded within MS Word documents or may be sent separately as .jpg or .gif files.

Previously published work or work that has already been presented at a major meeting will not be considered for presentation and authors will be asked to sign a statement to confirm this.

Abstracts should fit a single A4 sheet with 12 point font, 2.5 cm margins and single line spacing. The following information should be included:

- Abstract title.
- All authors' initials and last names and the place where work was carried out.
- The text of the abstract should not contain headings, but should follow the general progression through background, methods, results, conclusions.
- Use a blank line to separate paragraphs.
- One table or figure is permitted, and tables should be incorporated into the document.
- If a figure is used, ensure that a figure caption is provided within the abstract document. Please do not use fonts in the figure that are smaller than your text font.
- References are listed and cited as specified by the British Journal of Anaesthesia, no more than five references should be included.
- Please acknowledge any sources of funding for your study at the end of the abstract.
- Please include the following statement in your email of submission: "I confirm that all the authors listed have contributed to the work and support the submission of this abstract to the Safe Anaesthesia Liaison Group."
- If true, please also include the following statement: "This study received ethics committee approval or was conducted under the Animal (Scientific Procedures) Act (1986) (include licence numbers) or equivalent."



Guidance for Poster Presentations

Posters should be of A0 size, presented in the **portrait (vertical) format** and preferably professionally printed onto a single sheet and laminated. Posters should seek to present greater detail than in the abstract and should not simply reproduce its text.

There is more opportunity to use figures in posters and to go into greater background detail. It is recommended that posters should contain no more than 750 words, including title, authors and references.

The RCoA does not lay down a strict format for poster content but in general, a progression through title, authors, institution, methods, results, conclusions, acknowledgements, references works well.

Authors of accepted posters will be informed on or before 26th September. If authors are not attending, posters need to be completed and delivered to the conference venue by Friday 25th November for display the following Wednesday.

One conference place per poster will be allocated without charge to a poster presenter. Additional places may be booked [via the usual channels](#).

Authors may be entitled to CPD credit internally for producing a poster and are advised to liaise with their appraiser. For enquiries regarding RCoA CPD accreditation please contact the CPD coordinator at CPD@rcoa.ac.uk.