

Overview

Anaesthetists are invited to submit an abstract for poster presentations at the Winter Symposium, this year taking place on the 16 and 17 November. If you have worked on a research or audit project or have an interesting clinical case, submit an abstract for a chance to showcase a poster of your work to an audience of over 100 RCoA members.

Topic

This year's topic is **Excellence**

Has your department demonstrated excellence in patient safety, education or clinical practice? Have you devised a new process or procedure that delivers excellence?

Eligibility

The competition is open to foundation medical students, trainee and consultant anaesthetists.

Prize

- 1st prize: one author will receive a free ticket to attend Anaesthesia 2018 on the 22 - 23 May, where their poster will be displayed in front of an international audience.

How to enter

- Submit a copy of your abstract, as an attachment to Abstracts@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 the **24 September 2017**
- A panel of RCoA judges will assess every abstract that is submitted. Authors will be notified by **29 September 2017** if they have been invited to display their poster at the Winter Symposium
- 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 to book your place at the Winter Symposium.

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 be required to pay to attend the Winter Symposium to present their work.

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.

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.

Poster format

- A0 size
- Portrait (vertical) format
- Posters should contain no more than 750 words, including title, authors and references
- Professionally printed onto a single sheet and laminated

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, methods, results, conclusion, acknowledgements and references

Other information

- Authors will need to bring the poster with them on the day of the event.
- At the end of the event, authors must collect their poster from the display board. The RCoA does not take responsibility for returning unclaimed posters to their owners at the end of the event.
- 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.