## Abstract submission checklist



Get permission from all co-authors Nominate a lead and corresponding author Have all author names to hand in format last name in full then first name initials separated by a semi colon Prepare a list of Institutions / affiliations of authors involved in the work Make sure your abstract content is no more than 250 words If submitting audit, research or service evaluation project follow the structure outlined on the form Check if the abstract has been previously been presented at another meeting/event \*

Check if the has been published in a journal / publication or is currently submitted to one

Don't miss the deadline - 24th March!



