

# 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 - 27th March



\* We accept encore abstracts for the LCNUK Conference