

# Abstract Guidelines

## IMPORTANT DATES

- Abstract submission opens: 25th July 2020
- Abstract submission closes: 4th October 2020
- Abstract notification: Week commencing 12<sup>th</sup> October 2020

Abstracts received after the deadline will not be accepted.

## DEFINITIONS

- Submitting author: person who physically submits the abstract
- Presenting author: person who will physically present the abstract at the conference and who is marked as the presenter in the program.
- First author: First author cited who scientifically endorses the abstract and is therefore responsible for its content

1. Abstracts must be related to transfusion medicine.
2. Abstracts can present results from research, audit, quality improvement, original small studies, or systematic reviews
3. The presenting author must be a doctor-in-training, transfusion practitioner, or laboratory scientist.
4. Abbreviations should be defined.
5. The abstract must contain a maximum of 300 words.
6. The abstract must contain results, otherwise the abstracts will be unhelpful to future readers.
7. When you submit an abstract for the first time you will be given a unique Reference Number. Please make a note of this so that, if required, you can recall and update/amend your submission. Abstracts can be amended up to midnight on 4<sup>th</sup> October 2020.
8. Please ensure that your abstract does not contain spelling, grammatical or scientific errors. No corrections are possible after the submission deadline. The abstract will be reproduced exactly as submitted in the event materials. No proofreading will be done of the scientific content.

9. If you need to withdraw your abstract, a written statement reflecting the reasons for this decision must be sent to [meetings@rcpath.org](mailto:meetings@rcpath.org), no later than 4th October 2020.

#### AFTER THE SUBMISSION

1. The Programme Committee reserve the right of final decisions regarding acceptance of abstracts and the form of presentation.
2. The submitting authors will be notified in the week beginning 12<sup>th</sup> October 2020, at the email address provided during submission, whether their abstract has been accepted. It is the author's responsibility to ensure that emails can reach them. They will be informed at the same time about the date, time and format of their presentation.

#### PRESENTATION OF ABSTRACTS

1. Abstracts can be accepted either as a poster or oral presentation. Oral presentations will be advised of presentation time and length of presentation once abstract has been accepted.
2. If your abstract is accepted as a poster, you will be requested to upload your final poster prior to 26<sup>th</sup> November 2020. Details will be sent with the abstract acceptance email. Please use minimum size 16 font (larger for titles).
3. Full presentation guidelines will be included in the acceptance letter and posted on the conference website.

#### ABSTRACT TYPING INSTRUCTIONS

1. Maximum word count is 300 words (excluding title, author list and affiliations).
2. Formatting your abstract Please use International characters only.
3. Please type in "Normal sentence case", not all in CAPITALS.
4. Make the title intelligible to all. Abbreviations should not be used in the title.
5. List all authors and affiliations. Highlight presenting author with an \*.
6. Reduce abbreviations to a minimum, especially non-standard ones, and define at first use.
7. Use only use normal keyboard characters.
8. All abstracts will be reproduced exactly as submitted so please check the text for typing errors before you submit.
9. Please state within the submission e-mail whether the presenting author is a doctor-in-training, transfusion practitioner, or laboratory scientist.
10. Please submit the abstract to [meetings@rcpath.org](mailto:meetings@rcpath.org)

## Disclosures

Authors are responsible for reporting any real or perceived financial conflict of interest. A brief disclosure and conflict of interest statement should be included in the submitted abstract and viewable on the poster. Any potential for financial gain that may be derived from reported work may constitute a possible conflict of interest. Disclosure is required in any case in which an individual or company stands to benefit financially from research performed. Therefore, each author must indicate any benefit to an individual or company that may potentially lead to financial reward.

Disclosures should appear on the bottom left corner of the poster and may follow the recommended format: "Disclosures: None" or "Disclosures: The author/s (insert preferred abbreviation) disclose a relationship with..."