POSTER ABSTRACT SUBMISSION FAQS

What is the abstract submission deadline?
Abstracts must be submitted by 23:59pm Sunday 3 March 2024. Any edits to abstracts already submitted must also be finalised by 23:59pm Sunday 3 March 2024. If you are successful you must accept your place by Monday 6 May 2024 and register by Wednesday 5 June 2024.

Do I have to be a member to submit an abstract?
No, you are not required to be an RCGP member to submit an abstract.

Are there any limits in the number of abstracts an author can submit?
Individuals may submit an unlimited number of abstracts as co-authors, however we have a strict policy that one two-day ticket must be purchased for each individual poster presented, at the appropriate rate for that presenter according to their professional status on the first day of the event. If you have multiple submissions accepted, we recommend assigning a co-author to present your poster(s) on your behalf.

You are not permitted to submit the same abstract under different topics.

What information do I need to submit my abstract?
More information, including abstract submission guidelines can be downloaded from the website [here](#).

Can I submit an abstract by email?
No, abstracts can be submitted only via the online submission service. Any abstract sent by email will not be accepted and automatically returned to the sender.

Can I submit my abstract under more than one submission topic?
No, abstracts may only be submitted for consideration under one topic.

Is there a word/character limit for the abstract?
Abstract text must not exceed 350 words (250 words for the abstract, 100 words for any conflicts of interest); heading maximum of 160 characters.

Do I have to structure my abstract in a specific format?
Yes, Abstracts should be structured under the headings:
- Aims/Objectives/Background
- Content of Presentation
- Relevance/Impact
- Outcomes
- Discussion

Can I include a table or graph in my abstract?
Yes, you may add up to one table and one graph to your submission.

Will my abstract automatically be considered for the RCGP 2024 Best Poster Award?
Yes, your poster will automatically be considered.

Will my abstract automatically be considered for the Discover GP Student poster competition?
No, this poster category is only open to students (undergraduate) and foundation doctors (FY1 and FY2 – postgraduate). You must also indicate your request to be considered for this competition at the time of submission.

Will my abstract automatically be considered for the RCGP Adolescent Health Care Award?
Any abstracts submitted against the Adolescent Health category will be considered. If you have submitted under a different category, you must indicate your request to be considered for this award at the time of submission.

How many authors can be included on my abstract?
You can include up to 10 co-authors. Please include authors at the time of submission.

Can I amend by abstract or add co-authors names before the submission deadline?
Any edits to submitted abstracts can be made up until the abstract submission deadline, 23:59pm Sunday 3 March 2024.

Can I change the assigned presenting author?
You will be asked to assign the presenting author at the time of submission. If the presenter needs to be changed afterwards, please send an email to rcgp.posters@haymarket.com, including the presenters name, job title, organisation and contact details as soon as possible.

The deadline to confirm an alternative presenter is Monday 6 May 2024. In all cases, the presenter must be part of the submitted authors list and be able to attend the conference in person to present and discuss all aspects of the abstract.

Does the presenting author have to register for the RCGP Annual Conference?
All presenting authors must register for a two-day in-person ticket, at the appropriate rate for that presenter according to their professional status on the first day of the event.

Please note, presenting authors are only permitted to present one presentation. If a presenting author has more than one accepted abstract submission, we recommend allocating a co-author to present on your behalf.

Accepted abstracts for which a presenting author has not registered and paid the registration fee, will be withdrawn, will not appear on the Conference website or app, and will not be presented at the Conference. The deadline for presenting author registration is Wednesday 5 June 2024.

Can I save an incomplete abstract for later?
Please note it is not possible to save an incomplete abstract, you will need to complete all steps at the time of submission and click 'Submit'. Once submitted you can log back into your submission and amend it. Any edits to abstracts already submitted must also be finalised by the submission deadline, 23:59pm Sunday 3 March 2024.

If I abort the submission process before submitting, is the information I have entered saved, or will I have to start over again?

If you do not complete all steps and press 'Submit' on the final step your information will not be saved and you will need to start over.

Can I withdraw my abstract?
If you decide to withdraw your abstract prior to the submission deadline (11:59pm Sunday 3 March 2024), you may log into the abstract submission system and withdraw your abstract there.

After this deadline, abstract withdrawal requests should be emailed to rcgp.posters@haymarket.com. Please include your abstract submission ID number, title, and the presenting author's name in your email.

What do I do with abstracts that I have added to the system, but do not want to submit?
You can either delete them or you can leave them in the system as "not submitted". Please note that you will receive reminders to submit them.

I have submitted my abstract, but not received a confirmation email. What should I do?
You will receive email confirmation that your abstract has been received. Please re-check your junk/spam email folder. If still not received please contact rcgp.posters@haymarket.com.

When will I hear if my abstract was accepted or rejected?
Submitting authors will be notified, via email, of the outcome of their submission at the end of April 2024. To ensure receipt of your notification, it is important that you provide a correct email address for the submitter and the presenting author.

Can I have feedback and/or reviewers notes on my abstract?
Unfortunately due to the volume of applications and the size of the conference, we are unable to provide individual feedback on poster submissions during any stage of the process.

ACCEPTED POSTER PRESENTATION - NEXT STEPS

My abstract has been accepted. When and how do I confirm acceptance?
All submitting authors must confirm acceptance by contacting rcgp.posters@haymarket.com. The deadline to confirm acceptance is Monday 6 May 2024.

I submitted my abstract as ePoster Display & Oral Presentation, but my abstract has been accepted as ePoster Display only?
The Programme Committee makes the final decision on the presentation type. If you no longer wish to present your work as an ePoster Display only, please inform us by contacting rcgp.posters@haymarket.com immediately so that we can withdraw your submission.

Can I amend the co-authors and the presenting author?
Any edits to abstracts and authors submitted can be made up until the abstract submission deadline, 23:59pm Sunday 3 March 2024. However, If you would like to amend the details of the presenting author, please email rcgp.posters@haymarket.com by **Monday 6 May.**

Do presenting authors have to register for the conference?
In order to present your poster at the RCGP Annual Primary Care Conference & Exhibition you must register and pay for a two-day in-person delegate ticket. This applies to all poster presenters, including students and those from low or middle income countries.

Please ensure that you have registered and paid the appropriate registration fee by the deadline. Accepted abstracts for which a presenting author has not registered and paid

the registration fee, will be withdrawn, will not appear in any Conference publication, and will not be presented at the Conference.

Please note, presenting authors are only permitted to present one presentation. If a presenting author has more than one accepted abstract submission, we recommend allocating a co-author to present on your behalf.
The deadline for presenting authors to register is **Wednesday 5 June 2024**.

Do I have to pay to display my poster?
You do not need to pay to display your poster. However, in order to present your poster you must register and pay for a two-day in-person delegate ticket. This applies to all presentation methods and all poster presenters, including students and those from low or middle income countries.

What should I do if I am unable to present my poster myself?
If you cannot attend the conference to present your poster, you will be able to send a co-author in your place. Please inform us as soon as possible if there is a change in presenting author by contacting rcgp.posters@haymarket.com by Monday 6 May. Please include your abstract submission ID and the name, email address and organisation for your replacement presenter.

Please note that your replacement presenter cannot be already presenting a poster of their own. We have a strict policy of one poster display per presenter.

How do I get a letter of invitation to support my visa application?
We are only able to provide invitation letters to individuals who have already registered and paid to attend the conference. If a letter of invitation is required to support your visa please contact us at rcgp@haymarket.com once you have registered.

How can I submit my ePoster?
Instructions, ePoster templates and login details for the ePoster submission portal will be emailed to the presenting author at the end of June. Please ensure we have up-to-date contact information for your corresponding and presenting author. Please contact us on rcgp.posters@haymarket.com if there is a subsequent change in contact information.

When is the deadline to submit my ePoster?
Please ensure you upload a PDF of your poster to the ePoster submission site by **Friday 6 September.** Should you fail to upload your ePoster by the deadline,
we cannot guarantee that your poster will be judged or displayed at the Conference.

How and where are ePoster presentations displayed?
The ePoster display will be on portrait digital screens in the exhibition hall. The posters will also be displayed on the official conference app.

What does my ePoster Display Only presentation involve?
If you have been assigned an ePoster Display presentation, you must prepare a PDF ePoster for display at the conference. The deadline to provide your poster is Friday 6 September.

Presentation will also have the opportunity to give a 6-minute information presentation about your research. Presenters will receive notification of their presentation timing,date, and designated ePoster screen via email in July. It's important to note that this presentation format does not require slides, as it is intended to be an informal drop-in presentation, providing delegates with the opportunity to interact with poster presenters and ask questions.

Presenting authors should refer to their email for presentation guidelines or contact rcgp.posters@haymarket.com for more information.

Can I include new research/findings on my ePoster?

Your ePoster should not be used to introduce new findings/information.

Can I present virtually or purchase a one-day ticket?
All presenting authors are required to purchase a two-day in-person conference ticket. Ticket prices are available on the website here. Failure to register for a two-day conference ticket by Wednesday 5 June will result in withdrawal. As a result, your poster will not be displayed at the Conference or within the poster library on the app.

Please note, an earlybird registration rate is available until Wednesday 5 June 2024.

QUERIES ABOUT ORAL POSTER PRESENTATIONS

Is it possible to have multiple presenting authors?
Please be aware that only one presenter is permitted for each ePoster and Oral presentation.

Do I need to produce a slide deck for my oral presentation, or should I use my ePoster?
Submitters who have been selected to provide an oral presentation will be asked to prepare a 10-minute presentation (8 minute presentation plus 2 minutes for Q&A). Presenters are asked to prepare a slide deck. Please bring your presentation on a memory stick and visit the Speaker Preview room to download your presentation.

Presenting authors should refer to their email for presentation guidelines or contact rcgp.posters@haymarket.com for more information.

Where should I go on arrival at the venue?
On arrival, after collecting your delegate badge, please visit the Speaker Preview room to download your presentation. Please visit the Speaker Preview room as early as possible and no later than 2 hours before your session is due to start.

Do I need to produce an ePoster as part of my presentation or can I present an oral presentation only?
You will be required to produce both an eposter presentation and an oral presentation.

Can I include new research/findings in my presentation?
Your short paper should discuss the poster but should not be used to introduce new findings/information.

QUERIES ON THE POSTER JUDGING PROCESS

Who judges the programme?
Nominated academics and GPs.

When will the poster judging be taking place?
Poster judges will start Round 1 of poster reviews from Monday 9 September 2024. Therefore it is important you upload your poster by the deadline, Monday 6th September. Winners and runners up in each category will be selected by 17:30, Thursday 3 October 2024.

How many winners are there?

One Best Poster per submission topic, plus several highly commended. Prizes will also be awarded to the Discover GP student poster competition and RCGP Adolescent Health Care award winners.

How do I know if I have won?

You will receive an email advising that you have won. All the winning posters will also be available to view on a nominated ePoster screen in the exhibition hall. The winning posters will also be searchable on the official conference app with the tag Winning Posters.

The winners of Best Poster in each category will be asked to give a short 3-5 minute oral presentation of their poster on Friday 4 October. If you are a winner, you will be notified by email on Thursday 3 October.

POST-EVENT QUERIES

I presented a poster, how do I get my certificate?

Certificates will be emailed to all presenting authors ten working days after the conference. Please note, certificates will only be provided to registered presenting authors who present their work at the conference.