



2021 ANNUAL  
CONFERENCE



14-15 OCTOBER | LIVERPOOL

## ABSTRACT SUBMISSION FAQs

### **What is the abstract submission deadline?**

Abstracts must be submitted by 23:59pm Monday 8 March 2021. Any edits to abstracts already submitted must also be finalised by 23:59pm Monday 8 March 2021. If you are successful you must accept your place by Monday 17 May 2021 and register by Tuesday 1 June 2021.

### **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.

### **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 2021 Best Poster Award?**

Yes, your poster will automatically be considered.

**Will my abstract automatically be considered for the Discover GP Student poster competition?**

No, you must 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?**

No, 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 my 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 Monday 8 March 2021.

**Can I submit more than one poster?**

Yes. You are not permitted to submit the same poster under different topics. We have a strict policy that one 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.

**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](mailto: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 17 May 2021. In all cases, the presenter must be part of the submitted authors list and be able to present and discuss all aspects of the abstract.

**Does the presenting author have to register for the RCGP Annual Conference?**

Presenting authors must register for a two-day ticket, at the appropriate rate for that presenter according to their professional status on the first day of the event. 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. The deadline for presenting author registration is Tuesday 1 June 2021.

**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 Monday 8 March 2021.

**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 Monday 8 March 2021), 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](mailto: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](mailto: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 2021. 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.