



2021 ANNUAL  
CONFERENCE



14-15 OCTOBER | LIVERPOOL

## ABSTRACT SUBMISSION FAQs

### What is the abstract submission deadline?

#### Period 1

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.

#### Period 2

Abstracts must be submitted by 23:59pm Monday 24 May 2021. Any edits to abstracts already submitted during period 2 must also be finalised by 23:59pm Monday 24 May 2021. If you are successful you must accept your place by Friday 23 July 2021 and register by Friday 3 September 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 for Poster & Oral Presentation during period two call for abstracts?

No, you can only submit and abstracts for consideration for a Poster Display only during period two call for submissions.

### 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 250 words. There is an additional 100-word allowance for any conflicts of interest; title 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 Kathy Phipps 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?**

Amendments can not be made to abstracts submitted during Period 1.

Any edits to abstract submitted during period two can be made up until the abstract submission deadline, 23:59pm Monday 24 May 2021.

**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 Friday 23 July 2021. In all cases, the presenter must be part of the submitted authors list, able to present and discuss all aspects of the abstract and purchase a conference ticket.

**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 Friday 3 September 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 24 May 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 24 May 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 abstracts marked "not submitted".

**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 beginning of July 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.

## **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](mailto:rcgp.posters@haymarket.com).

The period 1 deadline to confirm acceptance is Monday 17 May 2021.

The period 2 deadline to confirm acceptance is Friday 23 July 2021.

**I submitted my abstract as Poster Display & Oral Presentation, but my abstract has been accepted as Poster Display only?**

The Programme Committee makes the final decision on the presentation type. If you no longer wish to present your work as a Poster Display only, please inform us by contacting [rcgp.posters@haymarket.com](mailto:rcgp.posters@haymarket.com) immediately so that we can withdraw your submission.

**Can I amend the authors and the presenting author?**

Amendments can not be made to abstracts submitted during Period 1.

Any edits to abstract submitted during period two can be made up until the abstract submission deadline, 23:59pm Monday 24 May 2021. If you are no longer able to present, please contact [rcgp.posters@haymarket.com](mailto:rcgp.posters@haymarket.com) as soon as possible, quoting your submission ID.

### **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 full priced two-day 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.

The deadline for period one presenting authors to register is Tuesday 1 June 2021.

The deadline for period two presenting authors to register is Friday 23 September 2021.

### **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 full priced two-day 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 by contacting [rcgp.posters@haymarket.com](mailto:rcgp.posters@haymarket.com). 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](mailto:rcgp@haymarket.com) once you have registered.

## **QUERIES ON THE POSTER JUDGING PROCESS**

### **Who judges the programme?**

Nominated academics and GPs. This group is arranged by CIRC. Speaker to CIRC at the poster helpdesk for more details

### **When will the poster judging be taking place?**

Poster judges will be reviewing posters throughout Thursday 14 October. Winners and runners up in each category will be selected by 11.30 on Friday.

### **How many winners are there?**

One per category, plus several highly commended.

**How do I know if I have won?**

Your poster will have a blue rosette for highly commended and a red rosette if you have placed best in category

**Do winners get announced?**

Yes, the winners presentation is given on Saturday during the plenary. Winners do not need to get up on stage. Winners of the RCGP Student & Foundation Doctor Poster Competition will be announced at the RCGP Inspiring the Future Awards

**POST-EVENT QUERIES****I presented a poster, how do I get my certificate?**

Certificates will be emailed to all authors and co-authors five working days after the conference.