

Foundation ENT and Head and Neck Surgery

Sunday 4 March 2012

at the Royal College of Surgeons of England, 35-43 Lincoln's Inn Fields, London WC2A 3PE

GENERAL INFORMATION

Abstracts must be submitted electronically only to entconference@gmail.com and received by no later than **20 January 2012**.

Abstracts will be selected on their clarity of purpose and relevance as well as impact.

All submissions received will be electronically acknowledged.

All submissions will be anonymised prior to review by the Poster Adjudication Group.

Applicants will be notified by **30 January 2012** if their abstract has been accepted.

By submitting an abstract you have given permission for ENT UK to publish it on its website and/or in other ways which would be considered appropriate.

Presenters will be required to stand by their posters during a lunchtime poster run for a short presentation/Q&A session by a marking group.

A prize will be awarded for the best poster.

THEMES

The theme for abstracts must be in accordance with the following titles:

- ENT/Head and Neck Surgery
- Surgical Training

ABSTRACT GUIDANCE

Abstracts must:

- be submitted electronically only to entconference@gmail.com
- be submitted for one category only (the same abstract submitted for more than one category will be rejected)
- be a maximum of 250 words excluding the title (abstracts over 250 words will be rejected)
- be submitted in English using Arial 10-point font in single line spacing
- be saved as LAST NAME of the author followed by the title (truncated)
- cover only one side of A4 in MS Word format (PDF is not acceptable)
- define each abbreviation the first time it is used in the text by placing in parentheses
- have no carriage returns within a cell
- include a word count
- be original work
- not include references, tables or charts. If figures are to be used, they must be of high quality, lettering, symbols/lines should be clear and distinct

Abstract preparation guidelines:

- Title (brief and clear in lower case with only the first letter capitalised – do not indent)
- Main author's last name followed by first name (without title or degrees) and institution
- Co-authors' last names followed by first names (without title or degrees) and institution
- Institution, city and country where the study was performed

Abstracts should be arranged in the order:

- Objectives
- Methods
- Results
- Conclusions