

**Instructions for the Submission of Abstracts for
The 25th Annual BACCN Conference,
Southport Theatre & Convention Centre, 13th – 14th September 2010**

Please read these instructions carefully before submitting your abstract

Submission Form

For 2010, the abstract submission process is entirely online. You can submit an abstract online by following this link: <http://www.baccnconference.org.uk/abstracts.html>. The online form must be completed fully for each abstract submitted; no abstract can be considered without a dedicated submission form. Submission forms must contain the exact title; include all authors involved with the work, full details for correspondence and the completed declaration section. Please obtain the permission of all authors before submitting the abstract. Please also consult the list of themes for which abstracts are sought for this year's Conference. These can be viewed on the abstracts and programme pages of the website.

Abstract Text

Your abstract text must be uploaded through the abstract submission form by using the browse button. Please ensure your file only includes your abstract title and abstract text. Do not include the names of the authors. Please name your file by the title of your abstract. Again, do not include the names of the authors.

The abstract text must not exceed **200 words** in length, excluding the title. Abstracts exceeding this limit will be returned for editing before review.

The purpose of the abstract is to provide a summary of the key points of your work. The text should include a statement of purpose or learning objectives, a description of design and methodology and a summary of results, conclusions or major findings, as appropriate.

All abstracts must be submitted by Friday, 23rd April 2010.

BACCN Journal

If you would like your abstract to be considered for publication within the BACCN Journal please indicate this on your abstract submission form.

Abstract Review

All abstracts will be reviewed blind, i.e. without authors' names and details. Presenting authors will be notified of the scientific committee's decision with an acceptance letter by **the end of May** to enable you to take the opportunity of the early booking deadline (Friday, 25th June 2010).

Free Paper Presentations

Free paper presentations usually last for 20 minutes including 5 minutes for questions.

Workshop Sessions

Workshop sessions should last for approximately 1 hour and should be aimed at encouraging audience participation.

Poster Presentations

Posters must be displayed during the whole of the Conference period. Selected poster presenters will be expected to provide a 2-3 minute presentation on their poster during the poster walks. Poster Dimensions will be given on the acceptance letters.

Conference Registration

All presenting authors must register as paying delegates.

Enquiries

If you have any queries about submitting an abstract please contact **Emma Fagan** at the BACCN Conference Office, **Tel 0191 241 4523** or email info@baccnconference.org.uk. All abstracts will be acknowledged within 3 days of receipt. If you do not receive an acknowledgement after 3 days, please contact **Emma Fagan** on the above number.

Deadline for abstract submissions is **Friday, 23rd April 2010.**