

The 11th Palliative Care Congress

Abstract Submission Guidelines for Research Papers

- Abstracts are invited which present research relevant to palliative care. They should be of interest to a multi-disciplinary and multi-professional audience
- The abstract should be written in English, to a standard suitable for publication in a peer reviewed journal
- The abstract should be a **maximum of 300 words**. Abstracts which do not conform to these criteria will not be accepted
- A structured format should be used where possible, i.e. Background, Aims, Methods, Results and Conclusions
- The abstract should contain sufficient information to allow the scientific quality of the research to be judged, i.e. the abstract must contain results. Abstracts with no results will be rejected
- Research abstracts will be marked on the following criteria;
 - Scientific rigour
 - Relevance
 - Originality
- The material should not have previously been published or presented at any other major palliative care meeting
- Please follow the layout of the submission form accurately and complete each Author's address in full. This information will be lifted for inclusion in a medical journal if your abstract is accepted
 - Please use the following layout when providing organisation details:
 - department
 - hospital/hospice or institution/company name
 - city
 - country
- In the 'Authors' section, the name of the presenting Author should be placed in the top box (Author 1). The mailing address for the presenting Author should also be provided in full in the 'Presenting Author' section
- Please indicate preference for oral or poster presentation and whether you would consider changing if your preferred choice is not available
- The number of oral abstracts which can be presented is restricted by the time available within the programme. Anyone choosing 'Paper' and not willing to consider a poster presentation must be aware that this may reduce their chance of being accepted
- Oral presentations will be of **13 minutes duration + 5 minutes for discussion**. Presenters will not be allowed to continue beyond their allocated 13 minutes
- There is no limit to the number of abstracts that may be submitted

- Abstracts will be accepted while the Main Call for Papers is open, between Friday 22 May and Friday 25 September 2015
- You will receive an email confirming receipt of your abstract. If you do not receive this email within 24 hours of submitting your abstract please contact kate@compleatconference.co.uk
- The presenting Author for each abstract will receive notification of the outcome of their abstract submission, week commencing Monday 9 November 2015
- All accepted abstracts will be published in a palliative care journal. Unless Congress receives written notification to the contrary, by submitting an abstract you are agreeing to its publication as above
- Submitting Authors are responsible for any errors or omissions in each submitted abstract. Accepted abstracts will not be proof read by a medical professional before publication
- Any enquiries regarding the format of abstracts should be made in the first instance to kate@compleatconference.co.uk
- The Palliative Care Congress requires at least one Author from all accepted abstracts to register as a delegate at Congress for at least one day. **You will be required to register online by Friday 8 January 2016** and you will be reminded of this at the time your abstract is confirmed as accepted.
- Delegates not registered by Friday 8 January 2016 will not be able to present.