



Deadline

The deadline for submission of abstracts is FRIDAY 11 SEPTEMBER 2009. You will be notified by email by 16 October 2009 if your abstract has been selected or not.

How to register on the abstract submission system

If you are a BPNA member or you will already be registered as a user on the database. If you are not a member you will need to register as a user. Once you are registered as a user you can use the same login to register for BPNA conferences and courses in the future.

1. Go to www.bpna.org.uk/conference/abstracts
2. Register on your details. You will only need to do this once. You can submit as many abstracts as you wish using this registration ID.
3. We will use the registered email address to send confirmation of receipt of abstracts and to notify you if your abstracts have been selected or not.
4. After successful registration onto the system you will be sent an email.

How to submit an abstract

Before submitting your abstract we suggest that you prepare it in a word processing package and have it ready to copy and paste.

5. Log in using your email address and password.
6. On the left hand navigation, click 'Submit Abstract'.
7. Enter the title of your abstract. Spell out any abbreviations or initials. Click 'Enter'.
8. Enter the first affiliation (institute where research was done). Use short address (no street names or postcodes): Hammersmith Hospital, ICSM, London, UK. Click 'Add'.
9. Repeat step 8 for all institutes where the research was done. When complete, click 'Proceed to next step'.
10. Enter first author. *The author details should be entered in the order that they should appear in the printed abstract document for the congress.* Select the affiliation for each author from the drop down box. Indicate the presenting author using the buttons. Click 'Add author details'.
11. Repeat step 10 for all authors. When complete, click 'Proceed to next step'.
12. Using the check boxes, indicate what type of presentation you would like your abstract to be considered for. You may select Oral and/or Poster and/or Video.
13. Paste the text for your abstract into the box.
Abstract—Body:
 - a) Limit text to 300 words maximum (**it will not be reviewed if it exceeds this**).
 - b) Use these headings: Objective, Methods, Results, Conclusions, Acknowledgements (if appropriate), References (if appropriate).
 - c) Be clear and accurate: the editing process has to be done very quickly and there is no time to go back to authors with queries. Stylistic and glaring errors will be corrected.
 - d) Figures and Tables: do not include unless absolutely necessary.
 - e) References: include only if absolutely necessary, indicating where they come in the text with a superscript number. List all authors, use abbreviated form of journal title and always provide volume and page numbers. Insert any references, acknowledgements etc into the References box. Click 'Submit'.
14. Upload any figures / graphics. Browse for your graphic and click 'Upload graphic'. Click 'proceed to next step'.
15. Opportunity to review your full abstract. Click 'Submit'. An email will be sent to confirm successful receipt of your abstract.

To amend your abstract after submission

1. Log in as a 'returning registrant' using your email user name and password
2. On the left hand navigation, click View/amend Abstracts
3. All the abstracts you have submitted will now be displayed as a list
4. Click 'select' against the Abstract you wish to amend

5. The Abstract will be displayed, with an option to edit any part of the submission
6. Select the section you wish to amend
7. Make the amendment and click 'update'
8. The amended submission will now be displayed
9. Check the revised Abstract submission
10. Continue to edit until all your amendments or revisions are completed
11. When you are satisfied your submission is fully amended, click 'back to view abstracts'. You will receive an email confirming the changes you have made.
12. Log out
13. You may amend your submissions as many times as you like until the submission deadline, after which no further changes can be made.