

MAA11 2020 Italy

The Anaesthetic Research Society invites abstract submissions for the **Memory and Awareness in Anesthesia** 11th International Symposium 2020 (MAA11).

Submissions are welcome from clinicians and academics, and from consultants, trainees and medical students. Clinical Scientists and Allied Healthcare Professionals are also welcome to submit abstracts. You do not need to be a member of the ARS to submit an abstract. By submitting an abstract, at least one of the authors is agreeing to register and to attend the MAA11 meeting in order to present the abstract or e-poster, if selected.

Abstracts are screened against the following criteria:

- Meets the submission guidelines (see below)
- High quality scientific work
- Appropriate methodology and use of statistics where appropriate
- Appropriate and justified conclusions
- Overall quality of written submission (clear and succinct language, appropriate use of figures and tables and appropriate limited references)

The authors of selected abstracts are invited to attend the meeting (for which you will need to register) and present orally or for an e-poster. Guidelines for the presentation are detailed below.

Publication

Successful abstracts are eligible for publication in the British Journal of Anaesthesia. Abstract publication does not prejudice subsequent publication of a complete manuscript in a scientific journal, but the authors have a responsibility to notify the target journal of the abstract presentation and publication.

You may elect to present your work but not publish the abstract.

Successful abstracts will typically be themed by topic for presentation at the meeting. We regret that it is not always possible to accommodate requests to present on a specific day and presenters and delegates are encouraged to attend the whole meeting.

Abstract structure and format

The entry should be in the form of a one page abstract. It should be submitted on or before the deadline date. The submitting author is assumed to have gained permission for submission from all co-authors and the submitted abstract should have been viewed by all authors listed.

Abstracts **MUST** conform to the following criteria or they will not be accepted:

- Must be no more than 420 words including abstract main text, headings, figure legends or acknowledgements, abstract title, author names and abbreviated references.

Abstracts are processed by automated software within the website submission system and your word count may not concur with that of the software!

- We recommend uploading your draft abstract to the system – the system will tell you if you need to reduce the word count. You may edit and re-upload your abstract as many times as necessary.
- You must submit an editable .docx file (and not a .doc or .pdf).
- Must be on a single page with a minimum font size of 11pt Times New Roman or equivalent size with 2cm margins all round.
- Can include one figure or table on the single page. This should be appropriately annotated and placed below the main body of the text. Including a figure or table will reduce the word count available to you. Please make the figure or table an appropriate size so that the information can be read or viewed clearly without having to resize the image. All text within a table or figure should also have the above minimum font size.

Abstract submission

The website hosts an automated submission system. The submission process asks you to re-enter your title (Prof, Dr, Mr, Mrs, Miss etc), name, and the title of the abstract. This is in addition to the information you have provided in the abstract itself, embedded in your Word document. Please tick the relevant box if you are presenting the abstract yourself (in addition to putting the name of the presenter in bold in the author name list in the abstract itself).

Next, navigate to your file's location on your computer and upload it. The website checks your work for compliance with the stated criteria. If your submission is rejected, please check carefully through your work, with reference to these detailed guidelines.

Presentation guidelines

Submitting authors will be notified if their abstract has been selected for presentation or e-poster at the meeting. Unsuccessful submitters will also be notified. The presenting author will need to register for the meeting.

Presentations will usually be 10 minutes with 5 minutes for questions. All presenters must load and check their presentation prior to their allocated session.

Each session will have a chair who will keep you strictly to time.