

# Scottish Right Heart Symposium 2024

## Abstract submission and presentation guidelines

The Scottish Right Heart Symposium invites abstract submissions for face-to-face oral and poster presentation at Golden Jubilee National Hospital on **Thursday 7<sup>th</sup> November 2024**.

Note the Anaesthetic Research Society are facilitating abstract submission to this meeting and have no further role in the meeting. Booking can be made directly with the organisers via TicketTailor:

[Select tickets – Scottish Right Heart Symposium / RV Echo Masterclass 2024 – Golden Jubilee Conference Hotel \(tickettailor.com\)](https://www.tickettailor.com/events/scottish-right-heart-symposium-2024)

Abstracts are invited relating to the right ventricle and pulmonary circulation in its broadest sense and are welcome from clinicians and academics, and from consultants, trainees and medical students. Submissions from trainee networks are welcomed and encouraged. Clinical Scientists, Nurses and Allied Healthcare Professionals are also particularly welcome to submit abstracts. By submitting an abstract, at least one of the authors is agreeing to register and to attend the meeting in order to present the abstract, if selected.

Abstracts are screened against the following criteria by the reviewers:

- High quality scientific work
- Clinical relevance of the 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)

Guidelines for the presentation are detailed below. **Top abstracts will be 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.

### Abstract structure and format

The entry should be in the form of an abstract and should be the authors' own work. 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 are processed by automated software within the website submission system. Abstracts must conform to the following criteria or they will not be accepted:

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

- 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.
- Must be an editable .docx file (and not a .doc or .pdf).
- Must be on a single page with a minimum font size of 11pt.
- Must have 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 may 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 a minimum font size of 11 point.
- Can include up to three abbreviated references (see below).

The abstract Word document you upload should conform to the following layout:

- Title.
- Authors (with the presenting author highlighted in bold) eg CA Smith, J Brown, S Smith.
- List the principle institution at which the work was carried out, or that of the presenting author.
- Corresponding author email address (for correspondence should the abstract be published).
- Arranged in the following sections, but titles are not required: Introduction, Methods, Results, Conclusions, Acknowledgements (if necessary); followed by Table/Figure below the main body of the text, then References (see below).
- Up to three key abbreviated references are permitted. Please limit to 3 authors and use abbreviated Index Medicus Journal Titles. E.g. Futier E, Constantin J-M, Paugam-Burtz C et al. N Engl J Med . 2013; 369: 428-37.

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 highlighting 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 oral or poster presentation at the meeting. Unsuccessful submitters will also be notified. The presenting author will need to register for the meeting. Supervisors and co-authors are strongly encouraged to also attend and support their students, trainees and colleagues. Oral presentations will usually be limited to 10 minutes with 5 minutes for questions. This format may change slightly depending on the timings at the particular meeting. Poster presentations will be reviewed and judged in a moderated session.

Presenters will be notified regarding when they should be present to present their poster and answer the judges' questions.

**Any questions?**

Please contact Jocelyn Barr - [jocelyn.barr@gjnh.scot.nhs.uk](mailto:jocelyn.barr@gjnh.scot.nhs.uk)