Guidelines for Parallel Paper Submissions

1. The deadline to submit abstracts is **12:00 (GMT), Friday 13 September 2019**
2. The abstract should be no more than **one side of A4**
3. Include a **short biography (approximately a paragraph in length) and institutional affiliation**
4. Where your paper’s subject matter indicates, if possible it should include detailed clinical material. We are aware of anxieties relating to confidentiality so where possible, authors should bear in mind that their choice of title and the content of the abstract should contain no identifiable material or clues to patient identity. We will also review the abstract to ensure that there is no patient identifiable material. Please also bear in mind when selecting clinical material that any of the conference delegates may attend the session.
5. Please be aware that the abstract will be placed on the conference website in advance of the conference.
6. You will hear if your abstract has been accepted by **Thursday 10 October 2019**
7. Please note that presenters should have something to distribute to attendees on the day of the conference. Copies of the full paper, or fuller version of the abstract to be used as a handout, should be sent to the conference organisers by **Friday 1 November 2019**. Otherwise, please bring enough copies of your hand-out to be distributed to your audience on the day.
8. Please note that presenters all need to submit a copy of their full paper to the conference director, David Taylor, ahead of the conference.
9. Please note that parallel paper presenters still need to register and pay for a conference ticket.
10. The length of each parallel paper session is 90 minutes; at least 30 minutes of this is set aside for discussion with your audience.