

NCRI Cancer Conference, 7 – 10 November 2010 BT Convention Centre, Liverpool, UK

Guidelines for submitting an abstract

1. Important dates

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| Abstract submission opens: | 22 March 2010 |
| Deadline for abstract submissions: | 14 May 2010 |
| Deadline for abstract amendments and withdrawals: | 3 July 2010 |
| Online delegate registration deadline: | 17 September 2010 |

2. Important information

- The contact details you have registered must be those of the presenting author, otherwise the presenter will not receive important information about your abstract and allocated poster session.
- Abstracts must be submitted using the online form. If you are submitting more than one abstract, please use the same email address and password for each abstract. Each presenting author may submit a maximum of three abstracts.
- All abstracts are considered for both poster and oral presentations, and will be allocated to sessions prior to the Conference. Please note that if you are invited to give an oral presentation it will be in addition to your poster presentation and the sessions may be on separate days. Therefore, **please ensure that you are able to attend the NCRI Cancer Conference on 7, 8, and 9 November 2010.**
- Submission of an abstract does not constitute registration for the Conference. All authors must register and pay the appropriate registration fee separately through our website for a delegate pass. Online delegate registration opens on 1 June 2010 and closes on 17 September 2010. The number of places at the Conference may potentially be filled before registration closes, so authors are advised to register early.

3. Submitting an abstract

- [Click here](#) to log in to the abstract submission system (if you have not done so, you will need to register first). After logging into the system, follow the instructions to submit a new abstract.
- The title of your abstract should be as brief as possible but long enough to clearly indicate the nature of the study. Please use sentence case (for example "A mathematical model of cancer development, treatment and recurrence").
- **Abstracts must be no more than 300 words.** Your abstract needs to be inserted into text boxes for the following subheadings in the online form: Background; Method; Results; Conclusion; Acknowledgements (optional); and References (optional). Therefore, it would be advisable to prepare your abstract in MS Word in advance so you can easily paste the information into the relevant text boxes. Your abstract should not contain tables or diagrams.
- Before completing your submission, please double check that the title is in sentence case, proof read your abstract checking all symbols are displayed properly, and ensure that all author names and affiliations are correct. Abstracts will be published as received.

- Once your abstract has been submitted, it will be assigned a four-digit reference number and you will receive an email confirmation. The reference number is for enquiries only and will not be the same as your poster number at the Conference (this will be emailed to you at a later date).
- If you do not complete the submission, your information will be held in temporary storage until you return later to complete the process. Please note, however, that it **must be completed before the deadline of 14 May 2010** to be considered for the Conference. In order to submit it as a late breaking abstract a new submission (with a new reference number) would need to be completed.

4. Selection of abstracts

- A 'blind' selection process will be used. Identifying features, such as names of authors, hospitals, and medical schools, should not be listed in the title or text of the abstract. Author names and affiliations are recorded via the online submission system.
- Abstracts will be selected on their scientific merit, and should clearly and succinctly describe aims, procedures, major findings, significance of the research and conclusions.
- Evaluation will be based upon the quality and novelty of data presented. Abstracts containing insufficient information for review will be rejected.

5. Amending an abstract

You may wish to change your answers to some of the questions on the submission form, or to change the abstract itself. You are able to do this via the online system until abstract submission closes on 14 May 2010.

- To amend an abstract via the online submission system, you must first log in using your email address and password. After logging in, you will see a list of the abstracts that you have submitted. Click on the abstract that you wish to change.
- The process of amending an abstract is the same as the original submission process, except that the submission form will be automatically filled in with the answers that you gave previously.
- When you reach the final step and click 'Finish', you will be sent an email confirming that the abstract has been amended.

If you wish to make a change to an abstract between 14 May 2010 and 3 July 2010, please contact the [Conference Secretariat](#). No changes will be accepted after 3 July 2010.

6. Withdrawing an abstract

The deadline for withdrawing an abstract is 3 July 2010. To withdraw an abstract, please contact the [Conference Secretariat](#), remembering to provide your four-digit abstract reference number.