

Instructions for submission of Abstracts for Oral and Poster presentations



Content

All abstracts must include:

- statement on the purpose of the study
- methods used
- summary of the results
- conclusion

The Society has taken the decision not to allow additional supporting data to be submitted. Abstracts should be limited to 250 words in length and the Society reserves the right to reject submissions that exceed this maximum.

Submission

Abstracts must be submitted by the abstract submission deadline. Abstracts received after this deadline will NOT be accepted. Faxed or posted abstracts will not be accepted.

By submitting an abstract, the first named author confirms on behalf of the co-authors that the abstract is their own original work, is not defamatory or unlawful, does not infringe anyone else's rights and that they have obtained any necessary permissions relating to images and data submitted. In addition the first named author must ensure that he/she has the approval and copyright assignment from any co-authors and contributors involved in the work in order to ensure that the copyright is capable of being assigned to the BNMS.

Abstracts must be original and must not be or have been published or presented at any other meeting prior to the meeting in question.

Language

All abstracts must be written in English. Statistical evaluation should be given where appropriate. Where references are used these must be included, in parentheses, within the abstract, not placed at the end. References should be of the following style: Coakley AJ. 2006, 4:559-560. Nucl. Med. Comms.

Typing the Abstract

Please follow the online instructions carefully. Do not use capital letters where they are not necessary.

Each step of the submission process will be saved for you to return to and/or amend as necessary.

To do this you will be asked to register with a password which you will be prompted to enter.

The accuracy of the submitted abstract is the responsibility of the authors, so authors should prepare and proofread their abstracts carefully before submitting to ensure it is the final version. Errors made on the submitted abstract are likely to appear in print.

Changes will not be permitted once the abstract has been submitted and you have received your confirmation of email.

Correspondence

All correspondence relating to abstracts will be undertaken by email with the first named author/registered presenter, so it is their responsibility to communicate any relevant information regarding the submitted abstract and the conference to the other authors.

Evaluation

The abstracts will be evaluated by the Scientific Committee without knowledge of names of the authors, hospital or organisation of origin. The Scientific Committee will determine whether the abstract will be accepted as a poster or oral presentation. Authors will be notified of acceptance or rejection of abstracts by the date provided.

Warning

The Scientific Committee will reject abstracts, either duplicated or slightly modified, which are submitted more than once.

Publication

Abstracts that have been accepted will be published in Nuclear Medicine Communications. Accepted papers or posters not presented at the meeting without good reason will be published as errata in a future issue of NMC and effectively withdrawn from the Journal. Case Reports – The Society will accept interesting case reports (clinical and non-clinical) which will be presented by poster only. Accepted case report abstracts will be published in Nuclear Medicine Communications by title only.

Only abstracts of presenting authors who have registered and paid will be included in the final programme. Submission of an abstract acknowledged your acceptance for the abstract to be published in the official Symposium publications.

nb. All abstracts accepted and presented at the BNMS Meeting may be recorded and made available for use on the British Nuclear Medicine Society's website. If you do not wish for some or all of your presentation to be used on the website please [email us conference@bnms.org.uk](mailto:conference@bnms.org.uk) to specify your wishes.

Presentation Guidelines

If an abstract for a poster or oral presentation is accepted **the presenting author must register and pay** to attend the conference as soon as possible.

All presenters must disclose any conflict of interest – to find out how refer to [the Declaration of Interest article](#)

Please note that failure to register may result in your abstract being withdrawn from the conference. Registration, travel and accommodation charges are the responsibility of the presenter.

Attending co-authors will need to register independently at the applicable rate if they wish to attend any part of the event/conference.

Oral Presentations

A speaking time of 8 minutes followed by 2 minutes for discussion will be allocated to these submissions. Presentation language must be English.

Presentations will be in PowerPoint only. Dual projection will not be available. Presenters will be required to bring the file on memory stick or CD, do not bring a laptop computer.

Poster Presentations

A pdf or JPEG of accepted posters must be submitted by e-mail to the BNMS E: conference@bnms.org.uk no later than 7 days before the event.

It is the responsibility of the first author/named person to ensure the poster is on display in time for the afternoon refreshment break on the first day of the event, and must not be removed until after lunch on the last day of the event.

Authors may, if they wish, provide A4 hand-outs or notes on their posters for delegates. It is the authors' responsibility to bring these to the event.

Any posters remaining on site at the end of the event will be disposed of.

Authors must take responsibility for the delivery, display and collection of their posters.

The BNMS does not accept liability for loss of or damage to posters.

All presentations must be in English.

The maximum dimensions are 0.95 metre (horizontal) x 1.1 metre (vertical).

Larger formats will not be suitable for display. Also, the presentation must be viewed under normal lighting conditions. No cine, audio or slide presentation will be allowed. Display boards, appropriately numbered, will be provided for authors to mount their exhibit.

Times will be allocated during the meeting for a moderated discussion of the poster. A chairman will invite the author to present the work briefly.

An opportunity for question or comment will be provided.

Prizes

Abstracts submitted are eligible for the following prizes:

BNMS Student Prize (BNMS Student members only see website for details)

In addition to the Student Prize, prizes will be awarded for best papers in the oral and poster presentations in the main sessions. A full list of prizes can be found on the BNMS website.

Young Investigators Prize

A separate session will be allocated to selected presentations. The oral presentation will form part of the evaluation for the prize. Please refer to separate instructions for this prize on the BNMS website: www.bnms.org.uk

When submitting your abstract please select the appropriate tick box if you wish to be considered for the Young Investigators Prize and/or the Student Prize.

NEW FROM 2020 - 1st prize oral abstracts will be invited to submit a full paper to NMC within 2 months of winning the prize

If you have any questions, please contact us at meetings@bnms.org.uk or on 0115 7484504.