ENT Society Conference 2024
Abstract Guidelines

- The deadline for the submission of abstracts is **14 June 2024**. Registrars are specifically invited to submit their abstracts.

- All appropriate abstracts will be reviewed by the Scientific Committee.

- All abstracts received will be acknowledged, and authors will be sent acceptance or rejection letters by **30 June 2024.**

Instructions to Authors	Research	Clinical

- Please note that presenting authors of accepted abstracts must be registered delegates.
- Registration costs are for the presenter's own expense.
- Prizes will be awarded for the best oral- and best poster presentation.
- **Each abstract must clearly state the following:**
- Abstract Title (the title of the abstract must not exceed 25 words)
- Full details of all authors. The name of the presenting author must appear first in the list of authors
- Affiliation of all author(s)
- Contact details of first author (mobile number and email address)
- **The body of the text must not exceed 350 words (this excludes the title) and using paragraph style**
- **Abstracts must be typed in English, single line spacing.**
- **Please adhere to the following format:**
 	
  ○ **Introduction:** should be brief and informative and state the aim of the study
  ○ **Methods:** include description of subjects and research methodology
  ○ **Results:** outline the findings of the study supported by statistics as appropriate. Do not use figures, graphs or tables in the abstract. The data provided must be sufficient to permit peer review of the abstract
  ○ **Conclusion:** provide summary and relevance of the main findings
	- **Researched Based:** Presentation
	- **Introduction:** should be brief and informative and state the background information
	- **Methods:** include aims and objectives of the study/presentation, description of participants, data collection and analysis methodology. If not relevant for type of presentation, then provide similar information
	- **Results:** outline the findings of the study supported by statistics and/or qualitative data as appropriate. Do not use data extracts, figures, graphs or tables in the abstract. The data provided must be sufficient to permit peer review of the abstract
	- **Conclusion:** provide summary and clinical relevance of the main findings or key concepts
	- **Learning Outcomes:** Indicate at least 2 learning outcomes of the presentation
		- **Practice Based** Presentation
		- **Introduction:** should be brief and informative and state the background information substantiated from literature
		- **Procedures:** include relevant clinical background information and description of procedures, tools or techniques
		- **Clinical results/guidelines:** description of clinical findings, outcome measures, outcomes and guidelines for clinical practice
		- **Conclusion:** summary of findings and practical implications for further research, training or practice
		- **Learning Outcomes:** Indicate at least 2 learning outcomes of the presentation

Please Note All Abstracts (for oral- or poster presentation) must be submitted online via the website link provided

POSTER SPECIFICATIONS

The dimensions of your poster should be:

A0 (841mm x 1189mm) in portrait.

Here is a useful resource showing what well-constructed posters can look like. It also provides PowerPoint templates for you to use: https://colinpurrington.com/tips/poster-design/

What content to include:

- Title at the top in large text
- Author name(s) and affiliation(s) below the title
- Brief statement of purpose/problem statement
- Brief statement of method, subjects, procedure
- Results or main findings (not more than three)
- Conclusions and recommendations (not more than three)
- Author(s) contact details
- Acknowledgement of financial support received for the project
- Literature cited
- Outputs from this work (for the interest of science communicators and journalists)
- Tips for designing a good poster:
- Consider your audience and strive to find the most simple, clear, and catchy way to approach them with your content. The most important messages should be the most noticeable. Important information is readable from about 2 metres away.
- Think of the poster as a conversation starter and keep all of your text concise for impact and readability. Make the title short and interesting. Highlight the most important/interesting findings from your project.
- Keep the text on the poster between 300 and 800 words. Make the text clear and to the point. Use bullets, numbering, and headlines to make it easy to read.
- Include graphics, easy-to-read fonts, and one or two colours.

Set Up Time

Thursday, 7 November 2024 from 15:00 or Friday morning by 08:00.

Posters can be taken down on Sunday, 10 November 2024 after the conference from 13:00.