



ABSTRACT SUBMISSION GUIDELINES

Deadline for submissions: Sunday 18 October

Word Limit: 300

Presentation Type

There is a choice of two presentation formats – oral or poster. Please indicate your preferred presentation format. The conference programme committee will make the final decision on presentation format.

If your abstract is accepted for inclusion in the 2021 virtual conference as a short paper or a poster presentation, the joint committee ask that at least one author register and pay to participate in the virtual conference.

Types of project/abstract:

Fertility conference aims to be inclusive in the forms of work accepted for presentation, particularly as posters. Therefore, the categories available for your abstracts are

- Sperm and testes
- Fertilisation and embryo
- Oocytes and ovary
- Uterus
- Assisted conception
- Nursing
- Endocrinology
- Psychosocial
- Pregnancy outcomes
- Other

The abstract review committee will re-categorise your submission if we consider it has been inappropriately assigned.

Please read the instructions below carefully before preparing your abstract.

Key points:

- Aim to capture the conference committee's interest.
- Be clear and concise.
- Check the abstract carefully, or better still, ask a friend who doesn't know the work to check it for spelling, grammar, readability and clarity.



All correspondence will be sent to the registered submitter. It is the responsibility of this person to pass on any relevant information regarding the submitted abstract and the conference to the other authors.

Questions or withdrawing your abstract

If you have any questions regarding submitting an abstract or if you wish to withdraw your abstract, please contact the Conference Organisers:

Profile Productions Ltd

fertility@profileproductions.co.uk or 020 3725 5840

HOW TO SUBMIT YOUR ABSTRACT

Using the online abstract submission system

1. Abstracts are required for all papers and posters. Abstracts **MUST** be submitted using the text entry template provided.
2. If you are submitting more than one abstract you can use the same email address and password for each abstract.

Preparation of your abstract

1. All abstracts must be submitted in English.
2. A “blind” selection process will be used. No identifying features such as names of hospitals, medical schools, clinics or cities may be listed in the title or text of the abstract if included this may result in rejection of your abstract. Do not include the names of authors either. The names of the authors and their affiliations (institutions) will be requested separately when you submit the abstract on-line.
3. The title should be succinct yet clearly describe the content of the work. Please use Sentence case - (i.e. the first letter of the sentence is capitalised, with the rest being lower case except for proper nouns and acronyms). There should be no full stop at the end. Please **DO NOT** use upper case for the title.

4. The abstract is a summary of your work in its entirety. It should contain concise complete information sufficient to convey why the work was done, how it was done, and the key findings and implications and a complete data set.
5. No tables or images to be submitted.

The submission process

Log in to the submission system when your abstract is ready to submit.

Submitting an abstract is a multi-step process. Each step makes several requests:

Step 1: Add submitter details

Step 2: Enter your abstract title, your abstract and references, category and presentation of presentation

Step 3: Add Author(s) name(s), affiliations and email (for each author please press save) and accept the terms and conditions

Step 4: Confirmation and submit – please use this step to review your submission and confirm submission by pressing finish

During the submission process you will be asked permission for your abstract to be

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published on the conference website and in the abstract book.

Amending a submission

You will be able to edit your abstract until the submission deadline. To do so:

1. Log in to the submission system, click on submission > edit submissions
2. You will see a list of the abstracts that you have submitted. Click on the pencil and paper next to the abstract that you wish to change

3. The process of amending an abstract is the same as the original submission process
4. When you reach the last step press "Finish submission"

GENERAL STYLE GUIDELINES

1. Abstracts should be structured under appropriate headings for the nature of the work, e.g.:
 - a. Purpose/background/objectives
 - b. Methods
 - c. Results
 - d. Conclusions
2. Use standard abbreviations only and place any unusual abbreviation in parentheses after the full word the first time it appears.

3. Use generic names of drugs.
4. If reference is made to proprietary products or equipment, the manufacturer's name and location should be included in parentheses.
5. Referencing should be in Vancouver format – see further details below. References should be numbered in the order in which the citations appear in the text.
6. Please check your abstract carefully as it will not be edited prior to publication.

References

References should be listed in the separate box provided in the abstract submission system.

- References should be kept to a minimum and should be consistently/accurately presented in Vancouver style.
- The reference list is not included in the word count but the citation numbers within the abstract are
- Only sources referred to in the text should be included but a bibliography may be added if desired.