

How to use the online abstract submission system

****Video Submissions *****

- **IMPORTANT:** please note the following **criteria for submissions:**
 - **Duration of video:** 10 minutes maximum
 - **Sound:** all videos should be accompanied by a clear voice-over in English.
- Video quality:** videos should have a minimum definition of 720p (1080p preferred).

How to submit

Videos should be uploaded on to YouTube or other video hosting service **as an unlisted video** and the URL submitted via the online abstract form.

Once your video has loaded, make sure that you have filled in the basic details: giving the title for your submission and a short description. You may also wish to edit the advanced settings.

- Then log into your account on the 2017 abstract submission website.
- Create a new abstract for your video submission.
- Paste the URL of your uploaded video into the abstract submission form.
- Underneath the URL type the duration in minutes and seconds of your video.
- Complete the remainder of the abstract submission form and submit.

The following instructions apply to all abstract submissions
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- If you are submitting more than one abstract you can use the same email address and password for each abstract.
- You are permitted to submit an abstract that will be presented at another national/international meeting either prior to or after the Association of Coloproctology 2017 meeting. Abstracts are required for all papers and posters.
- Abstracts of papers and posters presented at the meeting will be published in *Colorectal Disease* journal after the meeting. If an accepted paper or poster is not presented at the meeting, it will be withdrawn from publication.
- The maximum number of words for the abstract text is 250 (excluding the title).
- A “blind” reviewing process will be used. Do not include identifying features such as names of authors, hospitals, medical schools, clinics or cities in the title or text of the abstract. The names of authors and their affiliations (institutions) will be submitted on-line in a separate section.
- Abstracts should state briefly and clearly the purpose, methods, results and conclusions of the work.
- When you submit your abstract select a category from the following.

1	Colorectal Cancer – diagnosis & endoscopy	2	Colorectal cancer – tumour biology/markers & genetics
3	Colorectal cancer – enhanced recovery	4	Colorectal cancer – risk assessment & outcomes
5	Colorectal cancer – surgery & stents	6	Follow up/survivorship/late effects of treatment

2017 Annual Meeting: 3-5 July at the Bournemouth International Centre

7	Laparoscopic surgery	8	Chemotherapy/Radiotherapy
9	Imaging	10	Pathology
11	IBD/pouches/stomas	12	Functional bowel disease/pelvic floor/constipation
13	Proctology	14	Training
15	Miscellaneous		

- Indicate your preferred presentation mode. Oral only; oral or poster; poster only. For videos select Video.
- Answer if the first author is a trainee or nurse/AHP.

The Submission Process

- Log in to the submission system by entering your email address and the password you chose when you registered with the system.
- When a new screen appears click on the link that says “Click here to submit a new abstract”.
- If you have not answered all the mandatory questions your abstract will be held in temporary storage until you return later and complete all the questions. When you have completed a submission you will receive email confirmation with the reference number of your abstract.

Amending a Submission:

You can do this at any time up to the deadline.

- Log in to the submission system
- 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 – you don’t have to change an answer if you don’t want to.
- When you reach the final step and press “Finish” you will be sent an email confirming that your abstract has been amended.

Withdrawing an abstract

If you want to withdraw an abstract or video please contact the Anne O’Mara, Administration Manager, Association of Coloproctology of GB & I.

Email: admin@acpgbi.org.uk

DEADLINE FOR RECEIPT OF ABSTRACTS:

Friday 20th January 2017 – 11 pm GMT (i.e.UK time)