



Instructions for submission of Abstracts for Oral and Poster presentations

Submission

Abstracts are accepted for Oral and Poster presentations. The Society will accept interesting case reports (clinical and non-clinical) which will be presented by poster only.

Abstracts must be submitted by the abstract submission deadline via the online submission platform. 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.

All abstract submissions from outside the UK will be considered for Poster presentation only.

Language

All abstracts must be written in English.

Content

All abstracts must include:

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

Statistical evaluation should be given where appropriate. Where references are used these must be included, a section for references is located after the abstract.

References should be of the following style: Coakley AJ. 2006, 4:559-560. Nucl. Med. Comms. References are not included in the word count.

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

Submitting the Abstract

To do this you will be asked to register with a password which you will be prompted to enter. Each step of the submission process will be saved for you to return to and/or amend as necessary. Please follow the online instructions carefully. Do not use capital letters where they are not necessary.

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 anonymised 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.

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, (poster presentations and case reports will be published with title, authors, and institute only).

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.

Submission of an abstract acknowledges 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, they may be mentioned in the BNMS highlights lecture 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](mailto:conference@bnms.org.uk) conference@bnms.org.uk to specify your wishes.

Presentation Guidelines

Authors of accepted abstracts must register to attend the meeting by 25th March 2024.

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 must register independently at the applicable rate if they wish to attend any part of the event/conference.

Oral Presentations

- A speaking time of 10 minutes followed by 2 minutes for discussion
- Presentation language must be English.
- Presentations will be in PowerPoint only.
- Dual projection will not be available.
- Presenters are required to bring the file on memory stick or CD, do not bring a laptop computer.

Poster Presentations

- 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.
- 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.
- 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
- The poster must be removed immediately after lunch on the last day of the event, not before. Posters left after this time will be removed by the organisers for collection at the registration desk.
- 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.
- In addition to the above, 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.
- **Poster Pitches are a new concept from 2023** – you may be invited to take part in the Poster Pitches which will consist of rapid fire 3-minute PowerPoint presentations delivered during refreshment breaks. These are intended to give a brief summary of the work and signpost delegates to the physical poster for additional reading. This would require you to prepare a short presentation with a maximum of four slides. Further details will be provided in the invitation.

Prizes

Abstracts submitted may be eligible for annual prizes. A full list of prizes can be found on the [BNMS website](#).

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

BNMS Student Prize (BNMS Student members only)

<https://www.bnms.org.uk/page/TheStudentPrize>)

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: <https://www.bnms.org.uk/page/YoungInvestigatorsPrize>

NEW FROM 2023 - All abstracts will be eligible to receive no more than 1 prize.

If you have any questions, please contact us at meetings@bnms.org.uk or on 0115 6715703.