

RULES FOR SUBMISSION

- Abstracts must be submitted online via the website only. **ABSTRACTS SUBMITTED BY EMAIL WILL NOT BE ACCEPTED.**
- **Presentation Type:** Abstracts may be submitted for Poster presentation ONLY.
- A board of professional's reviewers within the Stroke medicine industry will determine whether the abstract will be accepted for presentation.
- Abstracts must be received by the announced deadline. Abstracts received after the deadline will not be considered.
- The maximum word limit for introduction, method, results and conclusions is 250 words, if you do not stay within this limit your abstract won't be considered for review.
- If any information is not submitted in the correct format as asked in this submission it may affect how the abstract appears in the programme or international journal of stroke. We will not correct information which has been submitted incorrectly.

Limitations

- The same person may **submit up to 5** abstracts regardless of presenting author.
- The same person may serve as **presenting author** on up to 5 abstracts.
- Presenting authors must be registered participants. Only abstracts of authors who have paid their registration fees by **the Early Registration Deadline** will be scheduled for presentation and included for publication.
- Submission of an abstract acknowledges your acceptance for the abstract to be published in the official Forum publications.
- The number of co-authors is limited to 15.
- The presenting author is required to ensure that all co-authors are aware of the content of the abstract and agree to its submission, before submitting the abstract.
- All abstracts should be submitted and presented in clear English with accurate grammar and spelling of a quality suitable for publication. If you need help, please arrange for the review of your abstract by a colleague who is a native English speaker, by a university specific publications office (or other similar facility) or by a copy editor, prior to submission.
- Instructions for preparation of presentations will be made available in due course.

Guidelines for submission

Before you begin, please prepare the following information:

- **Presenting author's contact details:**
 - Full first and last name(s)
 - Email address
 - Affiliation details: job title
- **Lead author and co-authors' details**
- **Abstract title** – must be **limited to 25 words**. Please submit symbols as words.
- **Abstract text** – **limited to 250 words** including acknowledgements.
- (Please Note: graphs/tables are **NOT** to be included).
- **Images**– no images, graphs or tables will be accepted as part of a submitted abstract
- Abstracts should clearly state:
 - Introduction**
 - Methods**
 - Results**
 - Conclusions**
- Use only standard abbreviations. Place special or unusual abbreviations in parentheses after the full word the first time it appears.
- Use generic names of drugs. The presentation must be balanced and contain no commercial promotional content.
- Submissions may not contain patient names, hospital ID numbers or other identifying information.
- Click on the **SUBMIT** button at the end of the process in order to save your abstract. You may log in to the system later to make changes to your abstract, up to the submission deadline. **After the deadline, changes will not be possible.**
- You will receive an abstract reference number via email after you have submitted the abstract. Please refer to this abstract number in all correspondence regarding the abstract.
- Please contact us at uksfabstracts@stroke.org.uk if you have not received confirmation that your abstract has been submitted.
- Please do not submit multiple copies of the same abstract.

ABSTRACT SUBMITTERS' DECLARATION

During abstract submission you will be asked to confirm that you agree to the following:

1. I confirm that I reviewed this abstract, and that all information is correct. I accept that it will be published as submitted.
2. Submission of the abstract constitutes **the consent of all authors** to publication (e.g. Forum website, programs, other promotions, etc.)
3. I herewith confirm that the contact details saved in this system are those of the presenting author, who will be notified about the status of the abstract. The presenting author is responsible for informing the other authors about the status of the abstract. The submitting author may request to be copied on abstract correspondence.
4. I understand that the presenting author must be a registered participant.
5. The Organisers reserve the right to remove from publication and/or presentation an abstract which does not comply with the above.
6. I understand that I must select a specific Theme, Topic and/or Sub-Topic for my abstract allocation. Although the Committee will work hard to honour this selection, this cannot be guaranteed. The Committee reserves the right to change the Theme, Topic or Sub-Topic under which the abstract was originally submitted.