



THE CRANIOFACIAL SOCIETY
OF GREAT BRITAIN AND IRELAND



Annual Scientific Meeting & CEN Day

17-19 April 2024, Midland Hotel, Manchester

Submission Guidelines

DEADLINE FOR ABSTRACTS AND POSTERS: 11:59pm, Monday 8 January 2024

The Craniofacial Society Annual Scientific Conference of Great Britain and Ireland, is aimed at all those working with patients with craniofacial anomalies including surgeons, paediatric dentists, audiologists, medical photographers, anaesthetists, restorative dentists, clinical nurse specialists, clinical psychologists, orthodontists, speech and language therapists, geneticists, Network Managers and Audit Officers.

The Abstract and Poster sessions are a key part of the learning and networking opportunities of the Conference. They provide an opportunity to learn about initiatives taking place across the country and around the world in the diagnosis, treatment and management of patients with craniofacial anomalies.

There are four awards to be presented at the conference:-

- **The Arnold Huddart Medal**, which was established in 1990 for the encouragement of original and promising research papers at the Annual Scientific Conference. Priority will be given to entrees under 40 years of age in this category
- **The Healing Foundation Poster Prize** for the best poster
- **The Presidents Prize**, is awarded to a member of the Craniofacial Society of Gt. Britain and Ireland for a verbal presentation at the conference, which is considered to have made a significant clinical contribution to cleft lip and palate care.
- **The Quality Improvement Prize**, is an award for the best example of a clinical audit which enhances our understanding of a particular aspect of cleft care and will help shape future clinical practice.

CFSGBI invites abstracts for presentation in the following Categories:

- Team work
- Intervention
- Research
- Quality improvement
- Speech
- Surgery
- Dental
- Orthodontics
- Psychology
- Nursing
- Other

If you would like to submit an abstract for an Oral or Poster presentation, please refer to the following Guidelines.

Guidelines

You will need to create a new account in order to submit. The submission system is not linked with any membership account you may hold.

A. For standardisation, the acceptable length of the abstract is not more than **300 words, excluding the author's details and title.**

(i) Title: which clearly indicates the nature of the investigation, not exceeding **15 words**

(ii) Theme: identify which theme your submission best fits your abstract

(iii) Abstract: the main body of the abstract should be structured with the following sub-headings:

- a. Background or introduction
- b. Aims & Objectives
- c. Methods
- d. Results /Conclusions

(iv) References (author and year, maximum 2 lines)

(v) If the Abstract has been previously published, the author should indicate the date and publication

B. The reviewers will judge the abstracts according to the scientific or clinical value, relevance to conference, suitability of methods to aims, conclusions, objectivity of statements, description of methods used, ethics, originality of work and overall impression.

C. Accepted abstracts will be published in the Conference abstract book

D. The submission of an abstract constitutes a formal commitment by the presenting author to present the abstract (if accepted) orally or as a poster in the session and the time assigned by the Conference Committee. We therefore recommend that submitters of abstracts register for the Conference simultaneously with abstract submission.

E. Abstracts not adhering to these guidelines will be rejected. The Conference Committee will take the final decision about acceptance of an abstract.

F. If your submission is accepted, you will receive full presentation guidelines to help you prepare your presentation or poster.

Please note: In order to present a Poster or an Abstract at the Conference you need to be registered as a paid delegate. Successful entrants will be encouraged to register before the early bird rate for the Conference.

Timelines

Deadline for Submissions: 11:59pm, Monday 8 January 2024

Notifications: w/c Monday 5 February 2024

Contacts

If you need any assistance with your submission, please call the event team on 01332 224502 or email cfsghi@kc-jones.co.uk.

Good luck with your submission!

[Click here to submit via the Online Submission Portal](#)