



Submission Guidelines

DEADLINE FOR ABSTRACTS AND POSTERS: 11:59pm, Monday 8th 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**, The Arnold Huddart Medal was established in 1990 for the encouragement of original and promising research papers at the Annual Scientific Conference. The adjudication panel consists of one member from each of the Society's five main membership categories and is chaired by the Vice President of the Society. Papers are judged on content, presentation and handling of the discussion following presentation of the paper. The paper should be of general interest and understandable to all disciplines of the Society. The prize is normally awarded to a presenter under the age of 40 years, at the time of presentation. The rules have been amended in recent times and priority is now given to sole authors over multi-authored papers. The decision of the adjudication panel is final
- **The Healing Foundation Poster Prize** for the best poster
- **The Presidents Prize**, Effective April 2011, the Society is pleased to introduce the award of the President's Prize that consists of a medal and cash prize of £100. It is eligible to members of the Society for a verbal presentation at the CFSGBI annual conference which is considered to have made a significant clinical contribution to cleft lip and palate care
- **The Quality Improvement Prize**, In April 2015 the Society introduced the award of the Audit Prize. As of February 2019 The Audit Prize was renamed The Audit and Quality Improvement Prize which is an award for the best example of a clinical audit or quality improvement project 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

Guidelines

If you would like to submit an abstract for an Oral or Poster presentation, please refer to the following 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 are encouraged to register for 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](#)