**The British Psychosocial Oncology Society
Annual Conference 2023**

Prevention, Early Detection and Diagnosis

Submission Guidelines

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Log into the submission system: http://www.delegate-reg.co.uk/bpos2023/submission

You will need to create a new account. It is a quick and simple process.

TIMELINES

Authors are strongly advised to register on the online submission system and begin preparing their submissions well in advance of the following deadlines:

21 November 2022	Online submission system opens
16 January 2023 10:00 am	The extended deadline for individual submissions
w/c 30 January 2023	Notification of submission outcomes
w/c 30 January 2023	Conference programme announced
22 & 23 March 2023	Conference dates

STRUCTURE FOR ALL SUBMISSIONS

Submissions are being accepted that describe psychosocial oncology research or service innovation. All abstracts should be up to 300 words, exclusive of the title. It should not include references. Abstracts of accepted papers will be available to download on the conference website and will be published as a supplement in the journal *Psycho-Oncology*.

Abstracts must be structured according to the following format:

Research or Service Innovation

Background: Give a concise summary of information, which places the research or service in context.

Aims: Describe the aims of the research or service.

Methods: Describe research methods or service design/set-up, number of participants, methods of data collection and analysis.

Results / Conclusions: State the conclusions that can be drawn from the work described, including theoretical, methodological or applied/policy implications as appropriate and any key limitations of the study.

Multiple submissions

The Conference Committee wishes to maximise the opportunities for delegates to present their work. However, there are often considerable constraints on time and space and inevitably this means that some strong submissions may be rejected. In order to give every submitter a fair opportunity, the committee have decided to discourage multiple submissions. Therefore only 3 submissions per person are permitted.

PRESENTATION TYPES

BPOS welcomes submissions from both academics and practitioners. The quality of the scientific programme depends on your submissions and we thank you for choosing this conference to present your work. You will be asked whether you wish to present an oral presentation, poster presentation or either.

Poster presentations	Individual or linked - is an opportunity to present work in progress and for presenters and participants to discuss work and findings. Posters will be presented at the conference.
Oral presentations	Oral presentations will be allocated approximately 15 minutes per presentation*. We advise a presentation of up to 13 minutes to allow a minimum of 2 minutes for Q&A. There will be up to 6 presentations in any one session. Each session will have a Chair. *The time allocated to oral presentations may increase or decrease depending on the quantity of submissions received.

REVIEWING PROCEDURE

Reviewers will be assessing each submission on a number of criteria:

- Written quality
- Suitability for BPOS Annual Conference
- Overall quality

Each submission is blind reviewed by at least two members of the BPOS Scientific Committee according to established criteria and standards.

Please note:
- **Submissions will be considered solely on the information you provide**
- **If a submission does not evidence all the required elements set out in the submission information above it will be rejected**

Authors will be notified of the reviewers decision via email. The decision of the reviewers is final. The conference organising committee are unable to respond to further enquiries once a decision has been made. Every effort will have been made to accommodate any timetable constraints notified at the time of submission.

FURTHER INFORMATION

Registration

All presenters are expected to register, and pay, at the appropriate rate. Registration is open from November 2022. Presenters must be registered by the 20 February 2023.

CONTACTS

Email: bpos@kc-jones.co.uk
Web: www.delegate-reg.co.uk/bpos2023/submission
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