**Guidelines for Submission to BSMS Health Education Conference 2017**

1. Your abstract should indicate the main conclusions of the oral presentation paper / or poster presentation. It should not be more than 300 words in length.
2. You need to complete the attached template by **31st August 2017** - abstracts not submitted by this date or not using the template will not be considered.
3. Format: Arial, font 11, double line spacing. Please do not use headers or footers, tables, or footnotes.
4. BSMS Faculty assessors will judge submitted abstracts on the following criteria:

* Relevance to themes of conference
* Originality & interest
* Structure & content

Your abstract will be assessed by the conference committee.

1. You will be sent an acknowledgement of receipt of your submission with a reference number. Please keep a record of this. If you do not receive a reference number for each abstract, please contact the conference team [healtheducationconference@bsms.ac.uk](file:///C:\Users\am696\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Word\healtheducationconference@bsms.ac.uk)
2. Acceptance notices for oral presentations / workshops and posters will be received by **30th September 2017**.
3. The named presenter or a co-author must be available to present their paper on the 8th December. Please indicate the presenter (by underlining the name) on the submission form.
4. Posters should be standard academic size, similar to those submitted to AMEE conferences – see guidance below.
5. After you have confirmed, you should only withdraw your abstract in exceptional circumstances, as late withdrawal denies someone else the chance of presenting their paper. All those agreeing to present an oral or poster presentation must register for the conference as early as possible.