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**London Shoulder Meeting 2023 guidelines and abstract submission form**

Consultants, trainees, and AHPs are invited to submit abstracts for the LSM poster presentation prize (£300).

Abstracts should focus on the areas of trauma, arthroplasty, soft tissue and rehabilitation in relation to the shoulder and/or elbow.

Please ensure you have read the abstract submission guidelines before you complete the application. Please complete the below form in **full** and return as a **Word** document by e-mail to [events@oruk.org](mailto:events@oruk.org) by Friday 10 March 2023.

Abstracts must not exceed the **250-word limit**.

**Abstract submission guidelines:**

* Abstracts must be submitted by Friday 10 March 2023 to events@oruk.org. Abstracts received after this deadline will NOT be accepted. Faxed or posted abstracts will not be accepted.
* The accuracy of the submitted abstract is the responsibility of the authors, so authors should prepare and proofread their abstracts carefully before submitting to ensure it is the final version.
* All correspondence relating to abstracts will be undertaken by email with the first named author / registered presenter, so it is their responsibility to communicate any relevant information regarding the submitted abstract and the conference to the other authors.
* By submitting an abstract, the first named applicant confirms on behalf of the co-authors that the abstract is their own original work, is not defamatory or unlawful, does not infringe anyone else’s rights and that they have obtained any necessary permissions relating to images and data submitted. In addition the first named author must ensure that he/she has the approval and copyright assignment from any co-authors and contributors involved in the work in order to ensure that the copyright is capable of being assigned to ORUK.

**Attendance at event:**

* If an abstract for a poster presentation is accepted the presenting author [must register and pay to attend the event](https://oruk.org/upcoming-events/london-shoulder-meeting-19-20-may-2023/). If the author does not register and pay, the poster may be withdrawn.
* Please note that failure to register may result in your abstract being withdrawn from the conference. *Registration, travel and accommodation charges are the responsibility of the presenter.*
* Attending co-authors will need to register independently at the applicable rate if they wish to attend any part of the event.

**For poster presentations:**

* All paper posters must be A0 size (841 × 1189 mm) but they can be portrait or landscape.
* A pdf or JPEG of accepted posters must be submitted by e-mail to ORUK (events@oruk.org) no later than 2 days before the event.
* It is the responsibility of the first author/ named person to ensure the poster is on display in time forthe beginning of the event, and must not be removed until the last refreshment break has finished.

* Authors may, if they wish, provide A4 hand-outs or notes on their posters for delegates. It is the authors’ responsibility to bring these to the event. In addition, authors should be available to discuss their poster with meeting delegates so they should indicate the time they will be available at their poster display.
* Any posters remaining on site at the end of the event will be disposed of.
* Authors must take responsibility for the delivery, display and collection of their posters.
* ORUK does not accept liability for loss of or damage to posters.

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| Applicants’ details | |
| Title (e.g. Dr/Mr/Mrs/Ms/Prof) \* |  | |
| First name\* |  | |
|  |  | |
| Family name\* |  | |
| Initials e.g. John Smith = JS\* |  | |
| Email address\* |  | |
| Telephone number\* |  | |
| Institution\* |  | |
| Year of study / grade / job title\* |  | |
| Corresponding author\* |  | |
| Co-authors\* |  | |

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| --- | --- |
| Abstract details | |
| Abstract title\* |  |
| Author(s) \* |  |
| Name of presenter\* |  |
| Job title of presenter\* |  |
| Institution of presenter\* |  |
| Email address of presenter\* |  |
| Has this abstract been submitted to / presented at another scientific meeting? \*  *If yes, please provide a brief note of the date and type of meeting* | **YES / NO** |
| Has this abstract been submitted to / published by a relevant journal/other publication? \*  *If yes, please provide a brief note of the date and title of publication* | **YES / NO** |
| What proportion of the work reported here has been done by you personally? \*  *Please give in terms of percentage* |  |
| If your abstract is accepted for a poster presentation, would you be happy for us to display a copy of your poster on our website and publish in our newsletter? \* | **YES / NO** |

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| Confirmation is required that the submission has been approved by all authors \* | |
| Name of co-author | Signature |
| Name of co-author | Signature |
| I accept the above abstract submission guidelines (listed on page 1-2) | |

**Abstract submission:**

The submission must avoid headings, acknowledgements, names or institutions or anything that may reveal the author’s identity. Applicants must have personally written the abstract for submission.

The title should be as brief as possible but long enough to indicate clearly the nature of the study. Abstracts should state briefly and clearly the purpose, methods, results and conclusions of the work. The maximum word count is 250 words (excluding the abstract title and references). Text must be in single line spacing, font size must be 10, and English spelling should be used throughout. Please read through your submission carefully before submitting to avoid any typing or grammatical errors.

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| Abstract form | |
| Type of presentation\* | Poster presentation |
| Title of presentation\* |  |
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