

Guidance for Abstract Submissions

You are invited to submit an abstract for the **BOAS Annual Scientific Meeting 2025**. We welcome submissions from all healthcare professionals including doctors, nurses, trainees and allied healthcare professionals.

The best abstracts will be selected for **oral presentation** on **Thursday 4th September** and will be eligible for a **£400 prize**. Abstracts deemed acceptable but not selected for oral presentation may be displayed as a **poster** at the meeting. The best poster will be eligible for a **£250 prize**.

Please note: prizes are awarded to **non-consultant grade presenting authors only**.

Abstract Categories

Abstract must relate to ophthalmic anaesthesia and may include:

- **Original research**
- **Quality improvement**
- **Audit**
- **Surveys**
- **Case reports**
- **Service Evaluation**

Consent and Approval

Before submitting your abstract, you must obtain all necessary approvals:

- In the UK, research studies may require approval from a **Research Ethics Committee (REC)**, while audits, service evaluations, or quality improvement projects may need approval from your **Trust's R&D Department, Audit Department, or Caldicott Guardian** (to ensure patient confidentiality).
- Outside the UK, approval from the relevant equivalent body is required.

For case reports, **written consent from the subject** must be obtained before submission. If your abstract is accepted, you will need to confirm that consent has been secured

General Information

- **Submission Deadline:**

All abstracts must be submitted by **Monday 21st July 2025**. Late submissions will not be considered for oral presentation but may still be considered for a poster.

- **Decision Notification:**

You will be informed of the decision no later than **Friday 8th August 2025**.

- **Attendance Requirement:**

If your abstract is accepted, the presenting author must agree to register, attend and present at BOAS 2025 on Thursday 4th September 2025. If the presenting author is unable to attend, a co-author may present with prior approval.

- **Publication Restrictions:**

Abstracts already published at the time of submission will not be accepted.

If your abstract has been submitted elsewhere, you must declare this and confirm whether it has been or will be published.

If accepted for BOAS 2025, your abstract may be presented at other meetings but should not be published in another journal or supplement.

If you are unsure whether your abstract is eligible, please contact Dr Santhana Kannan (s.kannan@nhs.net) for advice.

- **Publication Permissions:**

By submitting an abstract, you grant permission for BOAS to reproduce it on the BOAS website, in conference literature, and (if accepted for oral presentation) in the BOAS Journal.

- **Ongoing or Incomplete Studies:**

Abstracts describing studies that are in progress or with incomplete results (unless interim analysis was part of the original design) are not usually accepted.

Preparing your abstract

Abstract Title

The title should be written in sentence form at the top of the page and limited to **150 characters**.

Authors

List up to **six authors** below the title in the format: **First Name Last Name** (e.g. Jane Smith).

Include each author's institution, department, and location. If multiple affiliations apply use superscript numbers (e.g., *Jane Smith¹, Michael Jones²*)

Indicate the presenting author with an asterisk (*)

Abstract Text Guidelines

All abstracts should be written in **English** and in **Word Format** using **Arial** or **Times New Roman, size 12**. The maximum length of an abstract is **450 words** (excluding the Abstract's Title, author information, references and any figures or tables).

Section Headings

With the exception of case reports, use these section headings in **Bold**:

- **Introduction**
- **Methods**
- **Results**
- **Discussion**
- **Acknowledgements** (if applicable)
- **References** (if applicable, maximum of two)

For case reports use these section headings in **Bold**:

- **Description**
- **Discussion**
- **Acknowledgements** (if applicable)
- **References** (if applicable, maximum of two)

Only one paragraph should be used for each section and a single line space between paragraphs.

Please define any abbreviations on first use. Units of measurement do not require an initial explanation or expansion.

Any numbers used to start a sentence should be spelt out in full.

Tables and Figures

A single graphical image may be included if desired (This will not affect the word count).

Tables should have **no more than 10 rows**.

Figures should be **clear and simple** (Photographs or overly complex diagrams or images may be rejected).

Please ensure that figures and tables have an appropriately sized font as they may be reduced in size for publication in the BOAS journal.

Tables should have a title written above them. Figures should have a title written below them.

If necessary, be sure to include any legends to explain the nature of the data (e.g. data values are mean) and define any abbreviations use.

Figures and tables will be printed in black and white, so please take this into consideration when preparing your abstract.

Acknowledgments and conflicts of interest

Any commercial interests, source of funding or conflicts of interest regarding the abstract must be declared explicitly in the 'Acknowledgements' section.

To ensure impartiality, BOAS faculty will be excluded from judging any abstracts and from chairing/judging any of the sessions that include any abstracts, of which they are a co-author.

References

A maximum of Two references are permitted and should be appropriately cited within the body of the text (i.e. [1], [2])

References should follow the following format

1. Name A, Name B. Title of paper. Journal name in full. 2003; 22: 123-4.

Submitting your abstract

Once completed, your abstract should be emailed to Dr Santhana Kannan:

s.kannan@nhs.net