Table 1

Heading	Content
Background	Specify the nature and size of the problem; outline its importance to practice and gap that needs to be addressed. This section should emphasise the relevance and significance of the issue to the conference delegates and should embrace a relevant theme
Aim	Specify this clearly and simply, including study design/approach
Methods	Sample Data Collection Data analysis Ethical issues
Results/Findings	Report this clearly and succinctly to provide the reader with an fair impression of the data
Conclusion	It is important to be specific and produce a balanced conclusion based on the results and how it captures the selected conference theme

Table 2. Guidance on how to format the abstract

Guideline	
Name of lead presenter and contact details	You will be required to provide, details of your place of work and qualifications
Name of authors, titles and contact details	Obtain full addresses, titles, professional qualifications and contact details including email address
Title	This should be kept to 12 words or less, if reporting the results of a study, audit or service improvement is good practice to include methodology in the title. A good title should provoke interest, curiosity and relate to the chosen theme
Headings	Employ the headings as suggested and in the order recommended
Word limit	This will range between 200-300 words maximum, abbreviations are often discouraged, check this out
Key terms	You will be invited to provide four to six search terms that embrace the content of your abstract
Font size and font type	This will normally be prescribed, ensure you follow the recommendations.
Referencing style and number	Confirm the referencing style permitted prior to drafting the abstract and how many are allowed, some will limit the number to a maximum of three
Conflicts of interest	If you have any conflicts of interest, declare these
Funding	Some scientific committees expect you to state whether your project was financially funded, if it has confirm this
Permission to publish your abstract	Should you be accepted to present, the abstract will be published as part of conference proceedings. Note that you will not have the opportunity to revise
Abbreviations	Generally these are discouraged, so it is sensible to check the guidelines, it is likely that only universally accepted abbreviations such as CPR, MI and CABG may be permitted