Table 1

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| 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

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| 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 |