



Annual Conference 2027

3rd & 4th March 2027, Hilton Southampton - Utilita Bowl

Guidelines for preparing an abstract for the BSG Annual Conference

Your abstract should provide a clear and concise summary of the work you wish to present. It should contain sufficient information for the reviewing committee to understand the purpose of the work, the approach taken and its relevance to sarcoma practice, research or patient care.

Title

Choose a concise and informative title that accurately reflects the content of your submission. Avoid unnecessary abbreviations or acronyms.

Authors

Please include all contributing authors and ensure their names, organisations and contact details are entered accurately. The person submitting the abstract should ensure that all listed authors have agreed to be included.

Background / Introduction

Briefly introduce the subject and explain the context or rationale for the work. Clearly identify the issue, question or area of practice being addressed.

Methods / Approach

Provide a concise description of how the work was undertaken. This might include study design, patient population, data collection, methodology, intervention or service improvement approach, where applicable.

Results / Outcomes

Summarise the principal findings or outcomes of the work. Authors should provide sufficient information for reviewers to understand the significance of the results rather than simply stating that results will be presented at the conference.

Conclusion

Summarise the principal conclusion and explain the relevance or potential impact of the work. Where appropriate, this may include implications for clinical practice, patient care, future research or service development.

Word limit: 300 words

Abstracts should be no more than 300 words, excluding the title, author names and affiliations. Where appropriate, abstracts should be structured under the headings **Background, Methods, Results and Conclusion**.

Before submitting

Please ensure that:

- your abstract is clear, concise and relevant to the BSG conference audience;
- all authors and affiliations have been entered correctly;
- all contributing authors have agreed to the submission;
- abbreviations are written out in full when first used;
- the abstract has been carefully checked for spelling, grammar and accuracy;
- any patient or personally identifiable information has been removed;
- appropriate approvals, consent and governance requirements have been followed where relevant to the work; and
- the submitting author has permission to present the work.

Review and selection

All abstracts will be reviewed as part of the conference programme development process. The local organising committee is responsible for reviewing submitted abstracts and determining which submissions are offered an oral presentation and which are offered a poster presentation. The decision of the reviewing committee will be communicated to the submitting author following completion of the review process.

Oral and poster presentations

When submitting an abstract, authors should be prepared for their work to be considered for either an oral or poster presentation.

Authors selected for an **oral presentation** will subsequently receive detailed information about their presentation and the requirements for preparing it. BSG's conference management process includes issuing successful podium presenters with detailed presentation instructions following the reviewing period.

Authors offered a **poster presentation** will similarly receive further guidance on the required format and submission arrangements.

Important information

Submission of an abstract does not automatically guarantee inclusion in the conference programme. Acceptance will be subject to review and the space available within the programme.

Please check all information carefully before submitting, particularly author names and affiliations, as the information supplied may subsequently be used within conference materials.

If your abstract is accepted, at least one author should be available to present the work at the Annual Conference.

Conference Registration

Please note that acceptance of an abstract does not include complimentary entry to the conference. **All presenting authors, whether delivering an oral or poster presentation, are required to register for the conference and pay the appropriate delegate registration fee.** Authors should take this into consideration before submitting an abstract.

For queries regarding abstract submission, please contact
conference@britishsarcomagroup.org.uk