

GENERAL INFORMATION

REGISTRATION & ENQUIRIES DESK

LOCATED IN THE WATERFRONT SUITE, LOWER LEVEL

08:30 – 17:30 Thursday 26 November 2015

08:30 – 16:00 Friday 27 November 2015

ABSTRACT SUBMISSION GUIDELINES & AWARDS

Abstracts are invited from both surgeons and laparoscopic theatre staff. The ALSGBI operates a paperless electronic abstract submission through Oxford Abstracts.

- To submit an abstract please visit <https://als.conference-services.net/authorlogin.asp?conferenceID=4549&language=en-uk>
- Submission is now open and will close at midnight on **Friday 11 September**.
- Submission of previously accepted/presented work also welcomed.
- Abstracts must consist of 5 paragraphs, making a total of 250 words maximum:
 - Aims (50 words max)
 - Methods (50 words max)
 - Results (50 words max)
 - Conclusion (50 words max)
 - Key Statement (50 words max)
- Abstracts are to be submitted as text and tables ONLY (ie no figures, graphs or diagrams).
- The text must fit within the abstract template and use the Arial font in size 11.
- No more than 5 authors should be listed.
- The abstract is marked anonymously so the text should not refer to any institutional affiliation.
- An abstract must be submitted online in order to be considered for oral presentation, a poster or DVD.
- If you wish your abstract to be considered for poster presentation you must provide a pdf of your poster by Friday 13 November otherwise it will NOT be eligible for the 2015 ALSGBI Best Laparoscopic Poster Prize.
- You will be notified before Friday 16 October if your abstract has been successful.

ORAL PRESENTATIONS:

- Papers should be a total of 7 minutes duration with 3 minutes for discussion afterwards.
- The winner of the best oral abstract will be presented with the 2015 David Dunn Medal and a cheque for £600 generously sponsored by the British Journal of Surgery (BJS).
- Winner of best oral abstract will automatically be entered for prize paper session at 2016 EAES.
- The announcement of the 2015 David Dunn Medal Prize winner will be made during the ALSGBI Awards Ceremony at 15:35 on Friday 27 November.
- Those selected for oral presentation will automatically have their papers published in a supplement to the Surgical Endoscopy Journal.
- The presenters of the top eight Short Papers will be awarded prizes supported by the ALSGBI Trainee 2015 Scheme and ALSGBI Industry Partners. The presenters must be trainees to qualify for these prizes.

POSTER EXHIBITION & PRESENTATIONS:

The poster exhibition will take place in the Industry Exhibition, Waterfront Suite, Lower Level, from 08:30 on Thursday 26 to 14:30 Friday 27 November.

- The maximum area available for each poster will be 945 mm wide x 2000mm long (portrait style).
- Posters must be attached securely to the display boards with Velcro, which will be provided. Pins, nails or other methods of adhesion must not be used.
- All posters will be judged on Thursday 26 November (between 12:00 – 14:00), when the presenting authors **MUST** be in attendance by their posters.
- The authors of the top two posters will be expected to give a 5 minute oral presentation at 10:05 on Friday 27 November in the Floral Hall. The results will be announced during the Thursday Scientific Programme and will also be available from 15:00 at the Registration & Enquiries Desk.
- The presenter of the best laparoscopic poster will be awarded a cheque for £150.00. The announcement of the 2015 ALSGBI Best Laparoscopic Poster Prize winner will be made during the ALSGBI Awards Ceremony at 15:35 on Friday 27 November.

DVD PRESENTATIONS:

Please ensure you submit an abstract online and send 5 clearly marked copies of the DVD (citing your abstract number) to:

Mrs Jenny Treglohan
Executive Officer

ALSGBI @ The Royal College of Surgeons of England
Room 505, 5th Floor, 35–43 Lincoln's Inn Fields
London WC2A 3PE

- DVDs should arrive no later than Friday 11 September.
- DVDs should be a total of 5 minutes duration with 3 minutes for discussion.
- Only in-house productions will be accepted and 'voiceover' is compulsory.
- DVDs that have been short-listed for the 2015 ALSGBI DVD Prize will be presented in the DVD Session on Friday 27 November.
- The presenter of the best laparoscopic DVD will be awarded a cheque for £250. The announcement of the 2015 ALSGBI Best Laparoscopic DVD Prize winner will be made during the ALSGBI Awards Ceremony at 15:35 on Friday 27 November.
- You will be notified before Friday 16 October if your abstract has been successful.

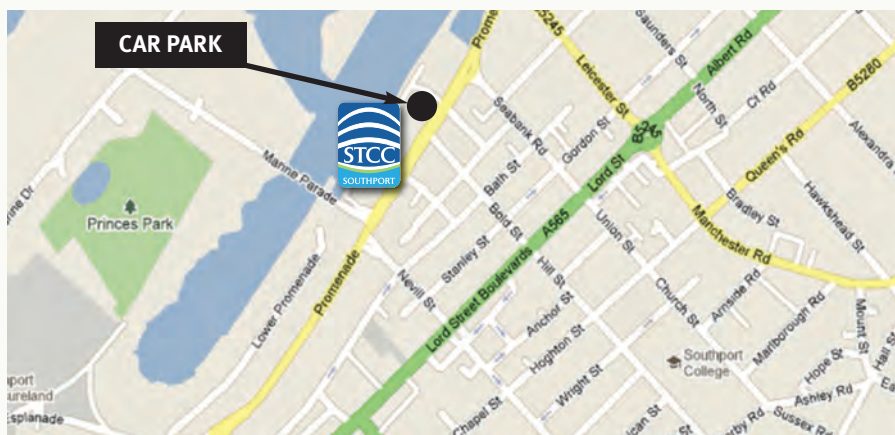
AUDIO VISUAL INFORMATION

All presentations must be compiled using PowerPoint and an advance copy should be forwarded to jtreglohan@alsgbi.org by Friday 13 November. Presentations must also be brought to the conference on a disk, USB stick or laptop. Speakers are required to visit the Audio Visual Speakers' Preview Desk (back of the Floral Hall, Lower Level) at least one hour prior to the scheduled lecture.

All presenters of papers and DVDs must register for the conference by 30 October.

CAR PARKING ARRANGEMENTS

The Floral Hall Car Park is a 24 hour car park adjacent to the STCC (charge £4 for up to 24 hours). There is also on-road pay and display car parking along the promenade. The Ramada Plaza Hotel offers limited underground car parking at a charge of £3 per 24 hour period.



CERTIFICATE OF ATTENDANCE

A Certificate of Attendance will be provided by email only upon completion of our feedback form available on the ALSGBI app and microsite. This certificate can be included in delegates' CPD portfolios as proof of attendance. CPD points are awarded as follows:

| | | |
|-----------------------|--|----------|
| Wednesday 25 November | ALSGBI Laparoscopic Surgery Training Day | 8 points |
| Thursday 26 November | ALSGBI Annual Scientific Meeting | 8 points |
| Friday 27 November | ALSGBI Annual Scientific Meeting | 8 points |
| Friday 27 November | ALTS Annual Scientific Meeting | 8 points |

GENERAL INFORMATION

CLOAKROOM FACILITIES

A small staffed cloakroom will be provided in the Promenade Entrance. Delegates staying at the Ramada Plaza Hotel can leave luggage in the hotel's storage room on the day of departure.

CONFERENCE TIMINGS

Timings may be subject to change and will be confirmed in the Final Programme which will be available at the ALSGBI Registration. The programme will be regularly updated in the run-up to the meeting, and will be available on www.alsgbi.org/asm/2015southport/programme.

DRESS CODE

Please be reminded that the dress code for the meeting and conference dinner is lounge suit.

FREE PRIZE DRAW FOR ALL REGISTERED DELEGATES

The ALSGBI is reintroducing the incentive to encourage all delegates to visit all Industry exhibitors. This year the prizes will be an Apple Watch and mystery luxury gift! The deal is that each delegate has to present their conference badge containing a personalised QR code to each exhibitor to scan. In return the exhibitor will stamp each delegate's loyalty card (available in your conference pack). The draw will take place during the ALSGBI Awards Ceremony on Friday 27 November at 15:35. Good Luck!

HOTEL ACCOMMODATION

Refer to page 28 for full accommodation information.

LUNCH & REFRESHMENTS

The delegate registration fee includes the cost of lunch and refreshments, which will be available in the Industry Exhibition, Waterfront Suite, Lower Level.

REGISTRATION

An online registration system is being used for this conference. Please visit the ALSGBI microsite www.alsgbi.org/asm/2015southport/index to access the online booking facility. If choosing this method payment must be made by credit or debit card. Alternatively complete the Registration Form on the back pages of this programme and return to the ALSGBI Conference Management with a UK cheque or credit/debit card details. For full registration details refer to page 29.

SPONSORSHIP OPPORTUNITIES

To explore sponsorship opportunities please contact Mrs Sarah Williams at swilliams@alsgbi.org

SUPPORT AN ALSGBI TRAINEE 2016

The ALSGBI would like to thank all Consultants who donated £10 last year towards the Support an ALSGBI Trainee 2015 scheme. Some ALSGBI Industry Partners have generously increased the overall contribution. The money collected will be allocated to all trainee authors presenting an oral paper at the conference this year, to help cover the cost of registration fees. The scheme will continue for 2016 so please donate by keeping the box ticked on the ALSGBI registration system.