

GENERAL INFORMATION

REGISTRATION & ENQUIRIES DESK

LOCATED IN THE FOYER, GROUND FLOOR, MAIN ENTRANCE, CITY HALL

08:30 – 19:00 Thursday 9 November 2017

08:30 – 16:30 Friday 10 November 2017

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://app.oxfordabstracts.com/login?redirect=/stages/137/submission>
- On-line abstract submission is now open and will close at midnight on **Sunday 17 September**.
- You will be notified by **Monday 2 October** if your abstract has been successful.
- 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 3 November** otherwise it will NOT be eligible for the 2017 ALSGBI Best Laparoscopic Poster Prize.

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 2017 David Dunn Medal and a cheque for **£600** generously sponsored by the British Journal of Surgery (BJS).
- The announcement of the 2017 David Dunn Medal Prize winner will be made during the ALSGBI Awards Ceremony at 16:10 on Friday 10 November.
- Those selected for oral presentation will automatically have their papers published in a supplement to the Surgical Endoscopy Journal.
- For the second placed oral presentation, Journal of Surgical Simulation will award a **£250** publication voucher to cover the cost of publication if the work is submitted as a full length article to Journal of Surgical Simulation, or a cash prize of £100 if the article is not suitable for JSS, or there is an arrangement to publish elsewhere.
- The presenters of the top eight Short Papers will be awarded prizes supported by the ALSGBI Trainee 2017 Scheme and ALSGBI Industry Partners of **£200 each**. The presenters must be trainees to qualify for these prizes.

POSTER EXHIBITION & PRESENTATIONS

- The poster exhibition will take place from 08:30 on Thursday 9 to 14:30 Friday 10 November.
- The maximum area available for each poster will be 945mm 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.
- A generous discount has been negotiated with **Scienceposters** on fabric printing for the 2017 meeting, including delivery to the conference centre.
- All posters will be judged on Thursday 9 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 10:03 on Friday 10 November. The results will be announced during the Thursday Scientific Programme at 17:00 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**. The announcement of the 2017 ALSGBI Best Laparoscopic Poster Prize winner will be made during the ALSGBI Awards Ceremony at 16:10 on Friday 10 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 Director, ALSGBI @ The Royal College of Surgeons of England, 35–43 Lincoln's Inn Fields London WC2A 3PE.

- DVDs should arrive no later than **Friday 17 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 2017 ALSGBI DVD Prize will be presented in the DVD Session on Friday 10 November.
- The presenter of the best laparoscopic DVD will be awarded a cheque for **£250**.
- The announcement of the 2017 ALSGBI Best Laparoscopic DVD Prize winner will be made during the ALSGBI Awards Ceremony at 16:10 on Friday 10 November.
- You will be notified before **Monday 2 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 3 November**. Presentations must also be brought to the conference on a disk, USB stick or laptop.

ALL PRESENTERS OF PAPERS, DVDS AND POSTERS MUST REGISTER FOR THE CONFERENCE BY 30 OCTOBER.

CAR PARKING ARRANGEMENTS

Pay and display parking is available in the avenues surrounding City Hall. Alternatively, you may wish to park in the NCP car parks located within walking distance of City Hall: Greyfriars Road, Cardiff, CF10 3AD or Dumfries Place, off Andrews Lane, Cardiff, CF10 3FN
Visit: www.ncp.co.uk

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 8 November	ALSGBI Laparoscopic Surgery Training Day	8 points
Thursday 9 November	ALSGBI Annual Scientific Meeting	8 points
Friday 10 November	ALSGBI Annual Scientific Meeting	8 points
Friday 10 November	ALTS Annual Scientific Meeting	8 points

CLOAKROOM FACILITIES

The cloakroom is located at the entrance to City Hall and is free of charge. This will be staffed from 08:00-19:15 on Thursday 9 November and 08:00-16:40 on Friday 10 November.

CONFERENCE TIMINGS

Timings may be subject to change and will be confirmed in the Final Programme which will be available on the conference app. The programme will be regularly updated in the run-up to the meeting, and will be available on www.alsgbi.org/cardiff2017.

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

This incentive is to encourage all delegates to visit all Industry Partners. The quiz questions will be available on our App, there will be many prizes to be won. The deal is that each delegate has to present their conference badge containing a personalised QR code to each exhibitor to scanned. In return the exhibitor will help each delegate with the quiz questions. The winner of the top up-to-the-minute prize will be selected at random from all participants. The draw will take place during the ALSGBI Awards Ceremony on Friday 10 November at 16:10. Good Luck!

HOTEL ACCOMMODATION

Hotel accommodation can be booked by visiting: <https://aws.passkey.com/go/ALS17>
In addition the nearby Jury's Inn Hotel is offering ALSGBl delegates a special rate of £89 (per room, including breakfast). To take advantage of this offer please book directly via www.jurysinns.com and enter the code JIINTOUC2017 in the promotional code section.

LUNCH & REFRESHMENTS

The delegate registration fee includes the cost of lunch and refreshments, which will be available in the Industry Exhibition, Lower Hall, Ground Floor.

REGISTRATION

An online registration system is being used for this conference. Please visit the ALSGBl microsite www.alsgbi.org/cardiff2017 to access the online booking facility. If choosing this method payment must be made by credit or debit card.

SPONSORSHIP OPPORTUNITIES

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

SUPPORT AN ALSGBl TRAINEE 2017 & 2018 SCHEME & PRIZES

The ALSGBl would like to thank all Consultants who donated £10 last year towards the Support an ALSGBl Trainee 2017 scheme. Some ALSGBl 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 2018 so please donate by keeping the box ticked on the ALSGBl registration system.