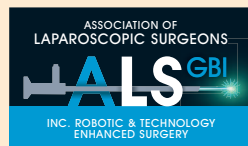


2018 OVERSEAS BURSARIES



The ALSGBI is funding 2 special bursaries for overseas candidates this year. Each bursary is to the value of GBP 1,500 and is intended for a surgeon at the end of his/her training, or a consultant within 5 years of appointment, to come to our ASM to learn new skills and concepts in laparoscopic surgery, with a view to introducing these skills into his/her practice for the benefit of patients.

The successful applicants will be expected to write a report on their visit to the ALSGBI Annual Scientific Meeting for the next ALSGBI Newsletter. Candidates for these scholarships should request an application form from Mrs Jennifer Treglohan, Executive Director, ALSGBI at The Royal College of Surgeons of England, 35-43 Lincoln's Inn Fields, London WC2A 3PE by emailing jtreglohan@alsgbi.org and be current members of the ALSGBI. The deadline for receipt of applications is **Monday 15 October**. The successful applicants will be notified by **Monday 29 October**.



GENERAL INFORMATION

REGISTRATION & ENQUIRIES DESK

LOCATED IN THE INDUSTRY EXHIBITION, CHARTER 2 & 3, GROUND FLOOR, MANCHESTER CENTRAL

08:30 –19:15 Wednesday 5 December

08:30 –16:30 Thursday 6 December

ABSTRACT SUBMISSION GUIDELINES & AWARDS

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

- Submission of previously accepted/presented work is also welcomed.
- To submit an abstract please visit:
<https://app.oxfordabstracts.com/login?redirect=/stages/656/submission>
- On-line abstract submission is now open and will close at midnight on **Monday 1 October**.
- You will be notified by **Monday 15 October** if your abstract has been successful.
- Abstracts must consist of 5 paragraphs, making a total of 250 words maximum:

Aims	(50 words max)	Conclusion	(50 words max)
Methods	(50 words max)	Key Statement	(50 words max)
Results	(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 **Tuesday 27 November** otherwise it will NOT be eligible for the 2018 ALSGBI Best Laparoscopic Poster Prize.

ORAL PRESENTATIONS

- Papers should be a total of 7 minutes duration with 3 minutes for discussion afterwards.
- Abstracts that have been short-listed for the 2018 David Dunn Medal will be presented in the 2 Abstract Sessions on **Thursday 6 December**.
- The winner of the best oral abstract will be presented with the 2018 David Dunn Medal and a cheque for **£600** and be an ALSGBI paid-up member to qualify for this prize.
- The announcement of the 2018 David Dunn Medal Prize winner will be made during the ALSGBI Awards Ceremony at 16:00 on **Thursday 6 December**.
- 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 winner must be a paid-up member of the ALSGBI to qualify for this prize.
- The presenters of the top eight Short Papers will be awarded prizes supported by the ALSGBI Trainee 2018 Scheme and ALSGBI Industry Partners of **£150** each. The presenters must be ALSGBI paid-up trainee members to qualify for these prizes.

POSTER EXHIBITION & PRESENTATIONS

- All posters will be judged on **Wednesday 5 December** (between 12:30-14:00) when the presenting author **MUST** be in attendance by the TV monitors.
- The author of the top two posters will be expected to give a 5 minute oral presentation at 09:55 on **Thursday 6 December**.
- The results will be announced during the Wednesday 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**. The winner must be a fully paid-up member of the ALSGBI to qualify for this prize.
- The announcement of the 2018 ALSGBI Best Laparoscopic Poster Prize winner will be made during the ALSGBI Awards Ceremony at 16:00 on **Thursday 6 December**.

DVD PRESENTATIONS

Please ensure you submit an abstract online by midnight on **Monday 1 October**. This year your DVD must be submitted online, you will need to:

- 1) Obtain a compressed copy of the DVD in MPEG/MPG/MKV format
- 2) Go to the WeTransfer website at: <https://wetransfer.com/>
- 3) Upload the Video file
- 4) Enter the email address jtreglohan@alsgbi.org to send the video files to
- 5) Enter your email to send a notification
- 6) Enter a message that details what video file you are sending

**ALL PRESENTERS OF PAPERS, DVDS AND POSTERS
MUST REGISTER FOR THE CONFERENCE BY 27 NOVEMBER**

- DVDs should be a total of 5 minutes duration with 3 minutes for discussion afterwards.
- Only in-house productions will be accepted and ‘voiceover’ is compulsory.
- DVDs that have been short-listed for the 2018 ALSGBI Best Laparoscopic DVD Prize will be presented in the DVD Session on **Thursday 5 December**.
- The presenter of the best laparoscopic DVD will be awarded a cheque for **£250**. The winner must be a fully paid-up members of the ALSGBI to qualify for this prize.
- The announcement of the 2018 ALSGBI Best Laparoscopic DVD Prize winner will be made during the ALSGBI Awards Ceremony at 16:00 on **Thursday 6 December**.
- You will be notified before **Monday 15 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 jreglohan@alsgbi.org by **Tuesday 27 November**. Presentations must also be brought to the conference on a disc, USB stick or laptop.

CAR PARKING ARRANGEMENTS

All travel information can be found on the Manchester Central website

www.manchestercentral.co.uk/parking

Parking is available at the Manchester Central NCP (National Car Park) situated directly underneath the venue. It is open 24 hours a day all year round. It has 720 spaces including 18 disabled parking bays and there is direct access to Manchester Central by lift, stairs and escalators. A discounted rate of £12 per day is available in advance of the event via the NCP website using discount code “EXHIBMC”. The height restriction for this car park is 1.98m.

Please see the NCP website www.ncp.co.uk/find-a-car-park/car-parks/manchester-central-under-jv/ for information on pricing and online booking. T: + 44 (0)161 817 8900

If using a satellite navigation system - please follow the postcode **M2 3GX**

Information on planning a journey by car can be found at: www.theaa.com www.highways.gov.uk

CERTIFICATE OF ATTENDANCE

A Certificate of Attendance will be provided by email only upon completion of our feedback form available on the ALSGBI website www.alsgbi.org/manchester2018 This certificate can be included in delegates’ CPD portfolios as proof of attendance. CPD points are awarded as follows:

Tuesday 4 December	ALSGBI Laparoscopic Surgery Training Day	8 points
Wednesday 5 December	ALSGBI Annual Scientific Meeting	8 points
Wednesday 5 December	ALTS Annual Scientific Meeting	8 points
Thursday 6 December	ALSGBI Annual Scientific Meeting	8 points

CLOAKROOM FACILITIES

The cloakroom is located in the Charter Foyer, Manchester Central, and is free of charge. This will be staffed from 08:00-19:30 on **Wednesday 5 December** and 08:00-16:40 on **Thursday 6 December**.

CONFERENCE TIMINGS

Timings may be subject to change and will be confirmed in the Final Programme which will be available on the conference website. The programme will be regularly updated in the run-up to the meeting, and will be available on www.alsgbi.org/manchester2018

DRESS CODE

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

CONFERENCE INDUSTRY CHALLENGE FOR ALL REGISTERED DELEGATES

This incentive is to encourage all delegates to visit exhibitors. Full details to follow in the next few weeks! The winner will be announced during the ALSGBI Awards Ceremony on **Thursday 6 December** at 16:00.

HOTEL ACCOMMODATION

Hotel accommodation can be booked by visiting:

<https://book.passkey.com/event/49584942/owner/9745128/home>

LUNCH & REFRESHMENTS

The delegate registration fee includes the cost of lunch and refreshments, which will be available in the Industry Exhibition, Charter 2 & 3, Ground Floor.

REGISTRATION

An online registration system is being used for this conference. Please visit the ALSGBI website <https://www.alsgbi.org/manchester2018/registration/> 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 ALSGBI TRAINEE 2018 SCHEME & PRIZES

The ALSGBI would like to thank all Consultants who donated £10 last year towards the Support an ALSGBI Trainee 2017 scheme. Some ALSGBI Industry Partners have generously increased the overall contribution. The money collected will be allocated to all trainee member 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 ALSGBI registration system.