

GENERAL INFORMATION

REGISTRATION & ENQUIRIES DESK

LOCATED IN THE INDUSTRY EXHIBITION, FOYER, GATESHEAD SUITE GROUND FLOOR, HILTON GATESHEAD

08:00hrs–19:10hrs Monday 7 November

08:00hrs–17:00hrs Tuesday 8 November

ABSTRACT BOOK

All Abstract and Free Paper Presentations, Abstracts of Video Presentations, Posters of Distinction and Abstracts of Poster Presentations will be reproduced in the ALSGBI Conference Abstract Book available soon on the ALSGBI website:

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.

Online submission is now open: if you are submitting a video for consideration, please ensure you submit an abstract online and also email the video via WeTransfer by 22:00hrs on Friday 16 September 2022 to jtreglohan@alsgbi.org

- You will be notified on **Friday 7 October 2022** if your submission 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 must be submitted as text and tables ONLY (ie no figures, graphs or diagrams).
- CASE REPORTS WILL NOT BE CONSIDERED FOR ORAL PRESENTATIONS, ONLY FOR POSTER PRESENTATIONS.
- The text must fit within the abstract template and use size 11 Arial font.
- 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 video (please select the correct presentation from the drop-down box).
- If your abstract is selected for presentation on electronic poster monitors you must provide a pdf of your poster by **Friday 28 October 2022**.

ORAL PRESENTATIONS (FREE PAPERS)

- For those that have been selected for oral presentation, presentations will take place on **Tuesday 8 November 2022**.
- All PowerPoint presentations should be emailed to jtreglohan@alsgbi.org by **Friday 4 November 2022**.
- Oral presentations should be a total of 7 minutes in duration with 3 minutes for discussion.
- The announcement of the 2022 David Dunn Medal Prize winner will be made during the ALSGBI Awards Ceremony on **Tuesday 8 November 2022**.

GENERAL INFORMATION

- The winner of the best oral abstract will be presented with the 2022 David Dunn Medal, a certificate and a cash prize of **GBP 600**, generously sponsored by the European Association of Endoscopic Surgeons (EAES).
- The winner must be a fully paid-up Trainee Surgeon or ALTS member of the ALSGBI to qualify for this prize.

GENERAL INFORMATION

POSTER EXHIBITION & PRESENTATIONS

- All posters selected for presentation on electronic poster monitors, these will be located in the Industry Exhibition.
- Those selected for presentation on electronic poster monitors should email a PDF of each poster.
- The PDF needs to be PORTRAIT in size, please select the On-Screen Show (16:9) Portrait in PowerPoint to ensure you have the correct measurements and email to Jenny Treglohan jtreglohan@alsgbi.org by **Friday 28 October 2022**.
- The top ten Posters of Distinction will also be displayed as 'fabric' posters, portrait in orientation and entered into the Posters of Distinction category, the maximum size available for each poster will be 945 mm wide x 2000 mm long (portrait style). Each presenter will need to organise the printing of their poster and to bring the poster to the conference where it will need to be displayed, on the boards provided by 08:30hrs **Monday 7 November 2022** and must remain in situ until 17:30hrs **Tuesday 8 November 2022**.
- The Posters of Distinction will be marked by the ALSGBI Poster Committee and each presenter will be expected to stand by their poster at lunchtime on **Monday 7 November 2022** to answer questions.
- The presenters of the top two Posters of Distinction will be asked to give a 3 minute PowerPoint presentation with 2 minutes for discussion afterwards on their posters in the Poster Session on **Tuesday 8 November 2022**.
- The announcement of the 2022 ALSGBI Best Laparoscopic/Robotic Poster Prize winner will be made during the ALSGBI Awards Ceremony on **Tuesday 8 November 2022**. The winner of this award will be presented with a cash prize of **GBP150** and a certificate.

VIDEO PRESENTATIONS:

- The top ten videos will be presented on **Tuesday 8 November 2022**, five videos in the Videos of Distinction session (Auditorium, Hillgate Suite) and five videos in the Video parallel session (Exhibition, Gateshead Suite).
- The chairmen will ask the presenters questions at the end of their video. The five videos selected for the Videos of Distinction session will have the opportunity to be awarded the best laparoscopic/robotic video presenter and will be awarded a cash prize of **GBP250** and a certificate. The winner must be a fully paid-up Trainee Surgeon or ALTS member of the ALSGBI to qualify for this prize.

Your VIDEO must be submitted as an abstract online and the video emailed via WeTransfer to jtreglohan@alsgbi.org by **Friday 16 September 2022** at 22:00 hours.

You will need to:

- 1) Obtain a compressed copy 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 and the abstract it relates to.
- **Videos need to be uploaded and emailed by WeTransfer by 22:00hrs Friday 16 September.**
 - Videos should be a total of 5 minutes duration with 3 minutes for discussion.
 - Only in-house productions will be accepted and 'voiceover' is compulsory.
 - A corresponding abstract needs to be submitted by 22:00hrs on **Friday 16 September.**
 - Videos that have been short-listed for the 2022 ALSGBI Best Laparoscopic/Robotic Video Prize will be presented in the Videos of Distinction Session (Auditorium, Hillgate Suite) on **Tuesday 8 November 2022.**
 - The announcement of the 2022 ALSGBI Best Laparoscopic/Robotic Video Prize winner will be made during the ALSGBI Awards Ceremony on **Tuesday 8 November 2022.**
 - The presenter of the Best Laparoscopic/Robotic Video will be awarded a cash prize of **GBP250.**
 - The winner must be a fully paid-up Trainee Surgeon or ALTS Member of the ALSGBI to qualify for this prize.
 - You will be notified on **Friday 7 October 2022** if your abstract has been successful.

AUDIO VISUAL INFORMATION

All presentations must be compiled using PowerPoint with voiceover and an advance copy should be forwarded to jtreglohan@alsgbi.org by **Friday 4 November 2022.** Presentations must also be brought to the conference on a disk, USB stick or laptop.

All presenters of papers, videos and posters must register for the ASM by Friday 7 October 2022. Contact us via: Tel: +44 (0) 7973 232038 & Tel: +44 (0) 7854 858714

GENERAL INFORMATION

- For the second placed oral presentation, the 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 the Journal of Surgical Simulation (subject to peer review), or a cash prize of **£150** if the article is not suitable for the JSS, or there is an arrangement to publish elsewhere.
- The winner must be a paid-up Trainee Surgeon or ALTS member of the ALSGBI to qualify for this prize.

CAR PARKING ARRANGEMENTS

There is a car park in the basement of the hotel with 184 parking CAR bays with a height restriction of 1.9m so is unsuitable for vans and lorries. Spaces cannot be booked and are taken on a first come, first served basis. Guests and delegates can benefit from preferential resident rates as follows:

Self parking

- 0-3 hours: £6.00
- 3-6 hours: £8.00
- 6-9 hours: £9.00
- Overnight: £14.00

GENERAL INFORMATION

CERTIFICATE OF ATTENDANCE

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

Sunday 6 November	ALSGBI Laparoscopic Surgery Training Day	8 points
Sunday 6 November	ALSGBI Robotic Surgery Training Day	8 points
Monday 7 November	ALSGBI & ALTS Annual Scientific Meeting	8 points
Tuesday 8 November	ALSGBI & ALTS Annual Scientific Meeting	8 points

CLOAKROOM FACILITIES

A small cloakroom will be provided in the Gateshead Suite entrance in the Hilton Gateshead, Ground Floor.

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 <https://www.alsgbi.org/2022-alsgbi-asm/>

DRESS CODE

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

CONFERENCE INDUSTRY CHALLENGE FOR ALL REGISTERED DELEGATES

This incentive is to encourage all delegates to visit exhibitors. Full details will be available at the Industry Hub at the ALSGBI Registration Desk. The winner will be announced during the ALSGBI Awards Ceremony on **Tuesday 8 November**.

HOTEL ACCOMMODATION

Hotel accommodation can be booked by visiting:

<https://www.alsgbi.org/2022-alsgbi-asm/accommodation/>

LUNCH & REFRESHMENTS

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

REGISTRATION

An online registration system is being used for this conference. Please visit the ALSGBI website <https://www.alsgbi.org/2022-alsgbi-asm/2022-registration/> to access the online booking facility. The system accepts all major credit or debit card.

SPONSORSHIP OPPORTUNITIES

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

SUPPORT AN ALSGBI TRAINEE 2020 SCHEME & PRIZES

The ALSGBI would like to thank all delegates who donated £20 each towards the scheme to Support an ALSGBI Trainee. Some ALSGBI sponsors have generously added £200 each. The money will be sent to the Trainee Members who presented an oral paper during the conference, to help cover the cost of registration fees.

DELEGATE LIST

Due to GDPR rules the ALSGBI will be issuing a delegate list to industry partners but only including the names and email addresses of delegates who have consented for their information to be shared. THIS WILL BE AVAILABLE IN DECEMBER 2022.