

Abstract Submission form for SfDBT Annual Conference 2017

Thank you for submitting an abstract for presentation at the annual conference of SfDBT on **Thursday, the 2nd November 2017** in London. Here are some guidelines to read before you begin.

- The submission deadline for abstracts is **14th July 2017**
- Presentation slots are 15 minutes each plus a further 5 minutes for questions. For poster presentations at least one person must be willing to accompany their poster to answer questions.
- All presenters have to register for their conference place prior to attendance and can register for the conference for on the www.sfdbt.org website.
 - If accepted then up to 2 free conference places per abstract will be awarded, providing that those presenters are fully paid up members of the Society for DBT. Other presenters will have to pay the full attendance fee.
- Abstracts must not have been published or submitted for presentation to any national meeting ***in the UK or Ireland*** prior to this submission.
- Abstracts should be written as an overview of your work and include your outcomes. Abstracts should NOT be written as a flyer or advert for a course. Avoid phrases like 'Participants will learn how to'. **Abstracts presented as workshop flyers will be rejected.** In some cases we may invite presenters to upgrade their presentation to a workshop format, and more time in the schedule will be allocated for upgraded presentations.
- Abstracts will be published as submitted and contents cannot be changed. Any errors in spelling, grammar or facts will be reproduced as submitted by the author.
- Abstracts not on this form and in the requested format will be rejected. Abstracts that go over 300 words will be cropped to fit the format and any additional words will be lost.
- Submission of abstracts constitutes the authors' consent to publish the abstracts; If you wish to have your contact details published so that delegates can contact you after the event then please put them in your abstract.
- Only the lead author will be in receipt of communication from SfDBT. It is the lead author's responsibility to keep co-presenters informed of details and instructions.
- Submissions should be made electronically as most communication will take place by e-mail.

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- If you submit more than one abstract, one form for each is required.
- Abstracts are peer reviewed by 2 experts. After review you will receive information on the status of your submission, which will either be:
 - Accepted
 - Accepted with revisions required
 - Placed on the reserve list
 - Not accepted this year

Successful presenters will have to submit slides one month before the conference. If we do not receive your slides in this period your slot may be reallocated. You can submit slides before this date. Further instructions will be given if your abstract is accepted.

Type of contribution:

Poster only Presentation only Either

Speaker information (if presenting):

Lead name : _____

Organisation : _____

E-mail : _____

Landline number : _____

Mobile number : _____

Date of DBT training : _____

Client group : _____

What type of service do you work in? Tick all that apply

- Adult mental health
- CAMHS
- Forensic setting
- LD
- Eating disorder
- Substance misuse
- In-patient Unit
- Other please specify: _____

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The next page contains the information that will be printed in the conference pack if your presentation is accepted. Please do not exceed the word count. Do not change the font from Calibri 12. Only one page per presentation will be printed in the program so please do not exceed this limit. Take time to spell-check and ensure your formatting is as requested. If you want people to be able to contact you about your work after the conference please add your contact details to the abstract. Check that they are correct.

Please check that your abstract fits on one page. This page will be reproduced in the conference pack.

Any words that go over the page will be deleted.

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Title (15 words):
Presented by:
Client group:
Abstract (300 words):
Contact Details:

Please check that your abstract fits on one page. This page will be reproduced in the conference pack. Any words that go over the page will be deleted. Please spell check and make sure your contact details are correct. Look at the page of your abstract again; if you are successful this is how it will be printed in the conference pack – are you happy with it?

Please return your abstract to: sfdbtconference@yahoo.co.uk

Key dates

Deadline for return of Abstract Submission Form: Friday, 14th of July 2017

You will be notified by: Monday, 31st of July 2017

Deadline for slide submission Monday, 2nd October 2017