

NOTES FOR PREPARING YOUR ABSTRACT

You must submit your abstract online via: www.bhiva.org
ABSTRACT DEADLINE: Sunday 7th February 2021 (1700 GMT)

BHIVA and BASHH invite research papers of high quality in areas of HIV, GUM and sexual health research. Abstract submissions are peer reviewed for quality of research, scientific content and logical presentation. Accepted abstracts are scheduled as oral or poster abstract presentations.

It is essential that your abstract conforms to the preparation guidelines.

General guidelines

- All abstracts must be submitted in English.
- All abstracts must be submitted via www.bhiva.org
- Abstracts should be submitted using the following structure:
 - Background: the study aims/objectives, the hypothesis to be tested, or a description of the problem.
 - Methods: method(s) used or approach taken.
 - Results: specific results in summarised form (with appropriate statistical analysis).
 - Conclusion: description of the main outcome of the study. All abstracts should disclose primary findings and avoid, whenever possible, promissory statements such as 'experiments are in progress', or 'results will be discussed'.
- Please define abbreviations in full at first mention, including names of clinical trials or studies.
- Please avoid citing references in the abstract.
- Please ensure your abstract does not exceed the maximum word count of 350 words; submissions above this limit will not be accepted by the system.
- Abstract content will be reproduced exactly as submitted, **therefore proofreading beforehand is essential**. Please conduct a spell check of your document, before submission as this will help avoid typographical errors.
- Adding additional authors to your abstract after the submissions deadline will not be permissible.

Authors

Submitting author: The person who submits the abstract is to whom all correspondence will be sent. It is the responsibility of the submitting author to forward correspondence to the presenting author and other co-authors. Please note there is a limit of four abstracts that can be submitted per submitting author. Abstracts are considered official communications to the conference. Individuals submitting abstracts that are accepted agree that the presenting author will register to attend the meeting and present their abstract as scheduled. Failure to present the scheduled abstract may result in forfeiture of attendance and research submission at future meetings.

Presenting author: Presenting authors need to register for the conference for presentation and publication of their abstract. Please note that registration rates increase after the Early Bird deadline. If the presenting author registers at the Early Bird rate and the abstract is not selected for presentation at the conference and the presenting author does not wish to attend the conference, then the conference organisers will refund the registration fee paid. It is requested that the presenting author remains the same as submitted for the abstract, any requests for changes to presenting authors will be approved by BHIVA on a case by case basis (only extenuating / mitigating circumstances will be considered).

Encore abstract presentations: Abstracts may be submitted if previously presented at a national/international meeting. However abstracts are more likely to be considered for oral presentation if they contain new information and clinical rather than non-clinical data.

Multiple abstracts reporting results from the same study and overlapping abstracts from the same group of investigators are strongly discouraged. Multiple abstracts considered to be the result of excessive splitting of data will be evaluated and scored accordingly. To accommodate additional submissions, the Abstract Review Committee may request that multiple submissions be combined and a revised abstract be provided.

It is the responsibility of the submitting and presenting authors to assess whether ethical approval is necessary for their research and, if so, to obtain necessary clearances.

Abstract submission categories

Your abstract should be submitted to one of the following categories:

- Service development, education & training
- Co-morbidities, co-infections and HIV/ART complications
- Antiretrovirals: efficacy, interactions & pharmacokinetics
- Psychosocial issues and quality of life
- Basic science: immunology, virology & pathogenesis
- Children and Pregnancy
- HIV testing, epidemiology and surveillance
- Behaviour, transmission and prevention
- STI, reproductive Health, contraception & sexual dysfunction

Abstract format

Anonymity: A ‘blind’ review process is used. Please do not include identifying features such as names of hospitals, medical schools, clinics or cities in the title or text of the abstract. Please do not include the names or affiliations of authors in the text of your abstract; these details must be submitted as separate pieces of information during the online abstract submission process.

Subject category: For review and scheduling purposes, abstracts will be divided into categories. It is mandatory that one of the subject categories listed be chosen. Read all of the categories before selecting the most appropriate one for your abstract.

Title: Use a concise title that indicates the nature of the study.

- Please capitalise the first letter of the title and use lower case for the rest of the title (with the exception of proper nouns or abbreviations).
- Please do not use a full stop at the end of the title.
- Please ensure that species names are given in full at first mention and in italics throughout (e.g. Chlamydia trachomatis).

Affiliations: Each author should be listed by institution, city and country. Do not include department, division, laboratory etc.

Authors: Names should be typed in sentence case (please do not use all capital letters).

Indicate title (Dr/Prof/Mr/Mrs/Ms) and use first initial(s) and last name. The author presenting the paper must be designated.

Submission guidelines

You will need to register with the abstract submission system and submit a username and password. If you are submitting more than one abstract, you can use the same email address and password for each abstract

Amending your submission: You can log back in to amend or update your abstract at any point up to the submission deadline. However, please note that you will need to use the credentials you used to create your account to log back in so please make a note of them.

Withdrawing an abstract: If you would like to withdraw an abstract, please contact the Conference Organiser.

How abstracts are reviewed and selected

Abstract submissions will be peer-reviewed by the BHIVA-appointed Abstract Review Committee and will be allocated to be presented orally, or as a poster. To minimise subjectivity in the scoring process, abstracts will be reviewed anonymously and any reviewer with a conflict of interest that could affect objectivity of scoring (e.g. co-authorship, financial interest, or scientific/personal conflict with the authors) will be excluded from scoring or discussing the abstract in question. In the final rankings, mean score and standard deviation will be calculated. Abstract acceptance is based on abstract quality, the potential significance of the observations, and the rigor with which the scientific methods were applied. Furthermore, the Review Committee considers thematic balance in determining which abstracts will be presented orally.

Presenting your abstract virtually

All successful corresponding authors will be contacted during the week commencing 8th March 2021, to confirm which format their abstract is to take.

Due to the continued uncertainty surrounding COVID-19 BHIVA has decided to deliver the conference in a virtual format via a bespoke built online platform.

Oral abstract presenters will be required to deliver their oral presentation as part of the virtual conference live via Zoom using the screen share function. We will be offering full technical rehearsals that includes training on the required Zoom functionality in the weeks prior to the conference to ensure that you are confident in delivering your presentation. Each presenter will be allocated a **maximum of 10 minutes plus 2 minutes for questions**.

Delegates submitting successful poster abstracts will be required to produce and submit a PDF of their poster in portrait format which will be featured alongside their abstract in the virtual poster exhibition. We will also be providing opportunities for authors to present their poster to the viewing audience through a series of lunchtime poster presentation sessions. Final details are yet to be confirmed but will be shared with all poster presenters in detail following the distribution of the notifications during the week of the 8th March.

Published abstracts

Accepted abstracts will be published in HIV Medicine. Abstracts will be reproduced from the document submitted online. Abstracts need not be exclusive to this conference and may be presented elsewhere. It is the responsibility of the author to obtain permission, where necessary, for publication of the abstract in HIV Medicine. In addition, all abstracts will be posted on the BHIVA website.

Copyright and webcasts

By submitting an abstract, authors and co-authors transfer any copyrights and grant permission to BHIVA to audio/video record oral presentations for potential conference webcasts.

Typical reasons for abstract rejection are:

- Poorly written
- Not enough new information
- Duplication or overlap with another abstract from the same institution
- Study is too preliminary
- Inappropriate for BHIVA conference