

**Royal College of Psychiatrists
Eastern Division, Spring Meeting & AGM
29 April 2010, Madingley Hall, Cambridge**



Call for posters

The Executive Committee of the Eastern Division invites submissions for poster presentations at their Spring meeting in April 2010. The posters can be on new research, audit, literature reviews or other matters of clinical significance.

Submissions should be in the form of an abstract of no more than 400 words and submitted by email before 12 March 2010 (see instructions below).

Applicants will be informed whether they have been accepted or not by 17 March 2010.

(The Academic Committee may shortlist some of the submissions for *oral* presentations at future conferences of the Division too).

HOW TO SEND ABSTRACTS:

1. Email your abstract to bfrancis@easterndiv.rcpsych.ac.uk with the subject reference 'YOUR NAME- EASTERN DIVISION ABSTRACT 2010'.
2. Attach your abstract as a Word document.
3. Include the following information in your email message:
 - a. Title of the presentation
 - b. Name of main presenting author
 - c. Membership number (if applicable)
 - d. E mail address
 - e. Postal address
 - f. Daytime telephone number
 - g. Name of author's work organisation

INSTRUCTIONS ON THE PREPARATION OF ABSTRACTS:

1. Abstracts should be typed single spaced, font size **10** in Word format using standard text, or text-only format. Apple Mac documents cannot be accepted.
2. The title should be in **bold**, followed by the full name(s) of the author and all co-authors,
3. including titles s(e.g. Dr) and their affiliations
4. Hand-written abstracts will **not be accepted**.
5. The title must contain no abbreviations.
6. The abstract must be approximately 400 words.
7. Where relevant, submissions should clearly state the aims, methods and results of the study.
8. Bibliographic references, tables and appendices are not included in the abstract.
9. Please make sure you check all spellings carefully.

CLOSING DATE: 12 March 2010

Contact:

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bfrancis@easterndiv.rcpsych.ac.uk

INSTRUCTIONS FOR POSTER PRESENTATIONS:

1. If your abstract is accepted for poster presentation at the meeting, the size of the poster board that you will be allocated is 2 metres high x 1 metre wide.
2. The top line(s) should give the title of your abstract with lettering not less than 2.5cm high. The next line(s) should indicate the author(s) and their affiliations. Continue with the introduction, methods, results and discussion as appropriate.
3. The poster should end with conclusions. You are advised to bring your own adhesive Velcro or pins for mounting the presentation on the board. Hand-outs, citations and contact details for distribution to interested delegates are always appreciated.
4. Poster viewing tends to happen during the coffee and tea breaks of the meeting and you are expected to be by your poster to answer any queries during these times.
5. Please note that we are unable to return posters to presenters if they are left behind at the end of the meeting.