



**22 to 24 April 2026**  
**ACC Liverpool**

## **ABSTRACT SUBMISSION FAQs**

### **What are the key abstract deadlines?**

Abstracts must be submitted by **Thursday 9 October 2025, 23:59 (BST)**. Any edits to abstracts already submitted must also be finalised by this date. If you are successful you must accept your place by Monday 12 January 2026 and register by Friday 20 February 2026.

### **Do I have to be a member to submit an abstract?**

No, you are not required to be a member of Diabetes UK to submit an abstract.

### **How do I apply for a grant and what is the eligibility?**

We are delighted to offer a limited number of conference grants (up to a maximum of £200 per applicant) to those who have been selected to present their abstract at the conference and are members of Diabetes UK. These are intended to assist with travel and accommodation requirements to attend the conference. As a charity we want our conference grants to support as many people as we can. Where you can, please help us to do so by selecting more cost effective travel and accommodation options.

As part of your conference grant application, you will be required to upload a verification letter from your Head of Department/Manager, which must be completed before starting the application. Additionally, you must have already registered for the Diabetes UK Professional Conference 2026 as a Diabetes UK professional member.

If your abstract is accepted, we will share further details on how to apply for a grant and eligibility.

### **Are there any limits to the number of abstracts an author can submit?**

Individuals can submit an unlimited number of abstracts. However, each abstract

must have a unique presenter. If you have multiple accepted abstracts, please assign a co-author to present on your behalf for each additional abstract.

**Can I submit my abstract under more than one submission topic?**

No, each abstract may only be submitted for consideration under one topic.

**Can I submit an abstract by email?**

No, abstracts can only be submitted via the online submission form. Any abstract sent by email will not be accepted and automatically returned to the sender.

**What information do I need to submit my abstract?**

Before submitting an abstract please take time to read the submission guidelines and editorial guidelines. These documents will provide you with important information on how to submit your abstract and guidelines on the correct style that should be used.

**Is there a word/character limit for the abstract?**

Abstract text must not exceed 250 words with a further 100 words allocated for your references. The total length of the abstract cannot exceed 350 words.

**Do I have to structure my abstract in a specific format?**

Each section of your abstract should provide essential information about your study, allowing readers to quickly understand its scope and significance.

Abstracts should be structured under the following headings (*unless you are submitting to the case report category*):

- **Background:** Clearly state the purpose of the abstract and why the topic is important
- **Methods:** Describe your selection of observations or experimental subjects clearly
- **Results:** Summarise your study's main findings, concisely presenting key data and statistical results while highlighting the most important or impactful discoveries.
- **Conclusion:** Clearly state the conclusion of your abstract

**How do I structure my abstract if submitting to the Case report category?**

If you are submitting to the Case report category, your abstract should be structured under the following headings:

- **Background:** Clearly state the purpose of the abstract and why the topic is important
- **Case Presentation:** Describe the patient in detail, including history and presenting symptoms, examination findings, investigations, diagnosis, treatment or intervention, and outcome

- **Discussion:** Analyse the case in relation to existing literature, highlighting the significance of the findings, what makes it unique or relevant, and the key clinical considerations
- **Conclusion:** Clearly state the conclusion of your abstract

### **Can I include a table or graph in my abstract?**

No, graphs, tables, and images are not permitted for insertion

### **How many authors can be included in my abstract?**

A maximum of 10 co-authors can be included. All authors must be listed at the time of submission, and their consent secured beforehand. Please note that author details cannot be amended after the submission deadline; the information provided will be used for abstract publication.

### **Can I amend my abstract or add co-authors names before the submission deadline?**

Any edits to submitted abstracts can be made up until the abstract submission deadline, Thursday 9 October 2025, 23:59 (BST).

### **Can I save an incomplete abstract for later?**

Please note it is not possible to save an incomplete abstract, you will need to complete all steps at the time of submission and click 'Submit'. For this reason, we advise all submitters to read the submission guidelines thoroughly before starting the submission process.

Once submitted you can log back into your submission and amend it. Any edits to abstracts already submitted must also be finalised by the submission deadline, Thursday 9 October 2025, 23:59 (BST).

### **Can I withdraw my abstract?**

If you decide to withdraw your abstract prior to the submission deadline Thursday 9 October 2025, 23:59 (BST), you may log into the abstract submission system and withdraw your abstract there.

After this deadline, abstract withdrawal requests should be emailed to [diabetesuk.abstracts@haymarket.com](mailto:diabetesuk.abstracts@haymarket.com). Please include your abstract submission ID number, title, and the submitter's name in your email.

### **What do I do with abstracts that I have added to the system, but do not want to submit?**

You can either delete them or you can leave them in the system as "not submitted". Please note that you will receive reminders to submit them if they are not deleted as they will appear as incomplete submissions on the system.

### **I have submitted my abstract, but not received a confirmation email. What should I do?**

You will receive email confirmation that your abstract has been received. Please re-check your junk/spam email folder. If still not received please contact [diabetesuk.abstracts@haymarket.com](mailto:diabetesuk.abstracts@haymarket.com).

**When will I hear if my abstract was accepted or rejected?**

Submitting authors will be notified, via email, about the outcome of their submission in mid-December. To ensure receipt of your notification, it is important that you provide a correct email address for the submitter and the presenting author.

**Can I have feedback and/or reviewers notes on my abstract?**

Unfortunately due to the volume of applications and the size of the conference, we are unable to provide individual feedback on abstract submissions during any stage of the process.

**Can I change the assigned presenting author?**

You will be asked to assign the presenting author at the time of submission. If the presenter needs to be changed afterwards, please send an email to [diabetesuk.abstracts@haymarket.com](mailto:diabetesuk.abstracts@haymarket.com), including the presenters name, job title, organisation and contact details as soon as possible.

The deadline to confirm an alternative presenter is Monday 12 January 2026. In all cases, the presenter must be part of the submitted authors list and be able to attend the conference in person to present and discuss all aspects of the abstract.

**Does the presenting author have to register to attend the Diabetes UK Professional Conference?**

Yes - all presenting authors must register to attend the conference at the appropriate rate for that presenter according to their professional status on the first day of the event (22 April 2026).

If a presenting author has not registered and paid the registration fee, the abstract will be withdrawn, will not appear on the Conference website/app or be published in the DMJ, and will not be presented at the Conference. The deadline for presenting author registration is Friday 20 February 2026.

**My preferred presentation type includes physical poster display, how many days of conference will I be required to attend?**

All presentation methods that include physical poster display require the presenting author to purchase a ticket for two or three days of the conference in-person, depending on the topic they have submitted to. Basic Science or Clinical Science posters will be displayed from 23 to 24 April. All other topics require posters to be displayed for all three days.

**My preferred presentation type is oral presentation only, how many days of conference will I be required to attend?**

If you are assigned to 'Oral presentation only', the presenting author will be required to attend in-person on the day of the presentation. All presenters are welcome to purchase a ticket for all three days if they wish.

**Can I or a co-author present multiple abstracts?**

No - each abstract must have a unique presenter. If you have multiple accepted abstracts, please assign a co-author to present on your behalf for each additional abstract.