1. Abstract Guidelines for oral presentations and posters

Please make sure that you read the instructions below before preparing your abstract.

Abstracts are invited that:
- Present findings of completed clinically focused research projects which may have been undertaken as part of a postgraduate degree (Masters or PhD) or as part of clinical research
- Present work undertaken within organisations or teams within the NHS to promote a culture of research and innovation.
- Present novel and innovative approaches to communicating research

Authors
For each author provide their initial and surname and their affiliation (this means their place of work or the location where the work was carried out). You do not need to include job titles.

- Person submitting the abstract.
  This is the name of the person who is writing the abstract and who will be notified whether or not it has been accepted. It is important therefore to make sure that the email address is completed and correct.

- Additional authors
  It is important that all the key contributors to the work are acknowledged as authors and that they have been given the opportunity to approve the abstract before it is submitted.

- Presenting author
  It is important that the name of the presenting author is provided, this is the person who will be giving the presentation during the conference. This may be the same as the person submitting the abstract but this is not always the case.

Title
This should be succinct but reflect the content of the abstract. Think carefully about the wording of the title as it will be printed in the programme and will inform delegates' decisions about which sessions they will attend.

Content
The main text of the abstract **must not exceed 250 words.** This will be checked and abstracts will be rejected if they exceed this word count.

Abstracts presenting research should contain the following:
- Introduction: - including a clearly stated aim of the study

- Methods: – summarising the design of the study, methods of data collection and analysis. Please make sure that where relevant you provide information regarding the size of the sample for your study.
- Where appropriate you are expected also to make a clear statement regarding ethical approval and include any relevant ethical approval number if relevant
- Results: – providing a clear summary of the findings of the study.
- Conclusion & implications for practice.

Abstracts presenting examples of work undertaken to promote a culture of research and innovations should contain the following
- Introduction – providing the context of the organisation or the team and the aim of the work
- Approach – an explanation of what was undertaken, including any formal evaluation
- Outcomes – what has been the outcomes from the work

Abstracts presenting novel or innovative approaches to communicating research should contain the following
- A summary of the research project
- Why you wanted to adopt a novel approach to communication
- A description of what you did
- Any feedback or evaluation that was undertaken

References
You may site a maximum of 3 references, using the Harvard system. References should be complete and include full author's details, date, full title, volume, issue and page numbers, for journal article, place of publication and publishers name for books or correct web address and date of access for electronic sources.

The complete references should be typed in the reference box at the end of the form. These will not be counted in the word count.

Key words
You need to include up to 3 key words which reflect the main focus of your abstract.

2. Abstract Guidelines for workshops

Please make sure that you read the instructions below before preparing your abstract.

General guidance
All workshops are 1 hour in duration and provide the opportunity to focus in more detail on a specific topic.

Abstracts are invited that increase knowledge and skills relating to
- undertaking primary research within Health and Social Care
- developing cultures of research and innovation within clinical settings
- communicating research in novel and exciting ways

We strongly encourage workshop leaders to consider formats that contain a level of interactivity and all workshop rooms are flat floor to enable this is happen.

Please note that workshop leaders are required to register for the conference and pay the full delegate rate, you will however be notified in time to enable you to take advantage of the early bird rate.

Completing the abstract form

Authors
For each author provide their initial, surname and their affiliation).

- Person submitting the abstract.
  This is the name of the person who will be notified whether or not it has been accepted. It is important therefore to make sure that the email address is completed and correct.

- Additional authors
  Please include all authors contributing to the workshop

- Presenting author
  Please include the name name of the presenting workshop lead(s)

Title
This should be succinct but reflect the content of the workshop. Please think carefully about the wording of the title as it will be printed in the programme and will inform delegates' decisions about which sessions they will attend.

Content
The main text of the abstract **must not exceed 500 words.**

Abstracts should contain the following:
- Overarching aim(s) of session

- Overview of the content of session

- Suggested format including timings (sessions will be 60 minutes)

- Any AV or specific media requirements.

References
You may site a maximum of 3 references, using the Harvard system. The complete references should be typed in the reference box at the end of the form. These will not be counted in the word count.

Key words
You need to include up to 3 key words which reflect the main focus of your abstract.