

Specialist section-Major health conditions Annual Conference 2024

Abstract submission guidelines

Important:

You will need to read these guidelines in full before completing your abstracts submission. We will not be able to accept any abstracts that do not adhere to these guidelines. This guidance is intended to support your application and the submission of an appropriate abstract to suit your selected topic.

Submitting an abstract and presenting at RCOT Specialist Section for Major Health Conditions annual conference is a great way to share your work and learning whilst enhancing your continuing professional development. We welcome submissions from all clinical specialities relating to major health conditions.

We welcome abstract submissions for oral and poster presentations that showcase the role of occupational therapy within the cancer, cardiac and respiratory, and palliative care services. This may include service developments or the development of occupational-focused pathways. You may as a university or placement educator have been involved with delivering learning and development opportunities to enhance the experience of future occupational therapy professionals working related to major health conditions. Students are also encouraged to share insight of their experiential placement learning.

Closing date for abstract submissions: Friday 2 February 2023.

Send your completed submission to hvb@helenvbrady.co.uk

Abstract Submission Marking Criteria

Make sure you have proofread your abstract, considering structure and style including language, grammar, spelling.

Abstracts will be blind reviewed by two reviewers using the following criteria:

- Relevance to occupation
- Clarity of purpose
- Robust and critical approach to issue
- Alignment with evidence-base
- Innovation
- Ethical considerations for example consent, involving sharing details, use of pictures and protecting identity

Section one: Personal details

Authors

- Give the first name, surname and institution name (place of work or location where work was carried out) of main authors associated with the abstract. Omit degrees, titles or appointments.
- List the primary author and their contact details first.

People listed as main authors must be prepared to present the paper in the absence of the primary author.

Contact Details

Provide the **preferred email addresses for all authors** where all communication can be before and after the conference **and is accessed on a daily basis**. Please **avoid using nhs.net email accounts** - software may not be fully up to date/supported and present access/presentation issues on the day.

Include telephone contact details to allow the conference organisers to contact authors if needed during evenings and weekends in preparation for speaker/poster presentations. As you will be aware the Specialist Section-MHC NEC are a voluntary committee and most work is completed outside of working hours.

Section two: Biography

Speaker Biography (maximum of 150 words each)

Provide a biography for the principal and second author only. This typically includes your current position and a brief summary of your experience that is relevant to your presentation – this could be publications, qualifications or job roles. Include e-mail address(es) that you are happy to be included in the conference programme / biography .

Speaker Photo

Provide a high resolution head and shoulders photograph for all authors in .jpg format.

Section three: Abstract

Title

The title of your abstract needs to be succinct and accurately describe its main content. The title is important as it helps delegates to select which sessions they wish to attend.

- Do not use abbreviations.
- Use sentence case (i.e. The first letter of the sentence is capitalised and the rest in lower case, apart from proper nouns and acronyms).
- We will publish the title of all chosen abstracts on our conference platform.
- You must adhere to the original title and content of the abstract when presenting.
- The title of your abstract may be edited by the conference organiser to meet conference style requirements.

Description of Content: (maximum of 300 words)

The main body of abstract must include the following:

- **Aim:** What does the work set out to achieve?
- **Background:** What is the context of this work? Demonstrate how your work has taken account of the context for current drivers locally, nationally and/or internationally. Drivers could be professional, educational, financial, political, evidence-base or theoretical.
- **Method:** How were issues approached? For example how did you measure whether the work made an impact?
- **Conclusion:** What are the key messages? Demonstrate the relevance of your work to practice for major health conditions and/or occupational therapy education.

Learning Outcomes: (maximum of 300 words)

Submit **two** learning outcomes relating to your session. Your learning outcomes should describe the skills or knowledge delegates will gain as a result of attending your presentation.

Important:

This information will be included within details of your speaker presentation published on the conference platform. The conference organisers may edit this to meet conference style and requirements.

Presentation formats

Oral presentations: These will all be delivered **live**. Presentations will be available to view immediately after the delivery of your session on the day. For a limited time post-conference they will be available on-demand to all delegates. We encourage presenters to engage in discussion on your presentation.

Poster format: If accepted use the following guidelines to produce your posters:

- All posters need to be **portrait** not landscape.
- Poster boards will take up to size A0. Use this as the guideline size for printing.
- Include the abstract title at the top of your poster
- Ensure that any text on your poster is clear, legible and can be read from a reasonable distance (approx 5ft away)
- Include/reference the artist/producer on any photographs, diagrams or images. It is illegal to copy images or photos from the web and reproduce them on your poster without permission. If you are using your own images this should be acknowledged and you need to state that you have consent to share them as appropriate or relevant.

References

References should be submitted in a separate section in your abstract submission.

A **minimum of one and a maximum of five references** will be accepted.

References should be complete and correct in the Harvard referencing style. Details can be found on the RCOT website:

<https://www.rcot.co.uk/files/harvard-referencing-rcot-or-cot-publications-referencing-style15-11-18pdf>

Additional information

Number of abstracts per author

There is no limit to the number of abstracts that can be submitted by any individual or organisation, but only one abstract per title may be submitted.

The conference organisers reserve the right to limit the number of accepted abstracts from any one source.

Spell Check and Word Count

Authors must spell-check their submission and adhere strictly to the word count.

Timings

Timings of sessions will be confirmed upon notification of the outcome of your successful application.

RCOT Specialist Section-MHC contact details

If you have any questions, please contact us at: ssmhc@rcot.co.uk

Send your completed submission to hvb@helenbrady.co.uk by no later than Friday 2 February 2023