

SESSION PROPOSAL SUBMISSION GUIDELINES

Deadline for Submissions: 23:59pm Monday 7 January 2019

Do you have experience and expertise that could benefit your peers? Why not share them - and earn recognition from your colleagues - submit your ideas for the opportunity to speak at the RCGP Annual Primary Care Conference & Exhibition 2019.

All sessions are 60 minutes in length and rooms will be set up in theatre style. As you plan your proposal, please think about how to make the information in your proposed session accessible to a wide range of members and variety of healthcare professionals. Please also consider how much content you can effectively address in the 60 minutes available.

Please note that all speakers that are proposed and accepted through this submission will be eligible to claim back up to £150 each towards their accommodation and travel (maximum 3 speakers). Speakers will also receive a complimentary one-day conference pass for the day they speak with the opportunity to upgrade to a full conference pass at a discounted rate.

Using the abstract submission system:

Submitting an abstract is a multi-step process. Some questions are marked “required” and you will not be able to complete your submission until these questions have been answered. You will save your work as you proceed through the pages, however if you have to stop part way through the process your submission will not be saved or submitted and you will need to start the submission process again. After you have completed submission, you can continue to amend your work until the submission deadline.

Amending a submission:

If you wish to change your submission you can do this at any time up to the deadline of 23.59pm Monday 7 January 2019.

Queries:

If you have any queries about the submission process or you want to withdraw your submission please contact us at rcgp@haymarket.com referencing your abstract ID number.

Please read the instructions below carefully before preparing your abstract.

- Aim to capture the Programme Committee's interest.
- Be clear and concise.
- Check the proposal carefully for spelling, grammar, readability and clarity.

Q1 Submitter contact details

Please enter the contact details of the person submitting this proposal. Please note that all correspondence will be with the submitter of the proposal.

Q2 Stream selection

Please select the most appropriate stream for your session.

- **AiT and First5 Focus *new for 2019**
All the key issues and opportunities for trainees and early-career GPs
- **Campaigning for General Practice**
Updates and debate on new and existing government policy and its impact
- **Clinical Learning**
Practical knowledge updates on hot topics in everyday clinical care
- **Discovering General Practice**
Inspiring tomorrow's GPs through engagement with schools and universities
- **Future of General Practice *new for 2019**
How GPs across the UK are transforming patient care
- **General Practice Communities**
Supporting distinct communities of GPs with similar needs and interests
- **Health and Wellbeing**
Lifestyle changes to enhance your personal and professional wellbeing
- **Healthcare Technology**
Taking advantage of new technologies to develop innovative patient services
- **Medical Education**
Developing the trainers and educators of GPs and primary care professionals
- **Quality Improvement**
Practical quality improvement strategies for everyday primary care
- **Research and Innovation**
Latest findings and practical implementation of primary care research

Q3 Title

Your suggested title should be succinct yet clearly describe the session. Use sentence case (i.e. the first letter of the sentence is capitalised, with the rest being lowercase except for proper nouns and acronyms). Do not use any abbreviations in the title. The titles of accepted sessions will be published in the final conference programme and on the conference app. You should adhere to the original title and content of the submission when presenting your session. (Maximum 160 characters)

Q4 Session lead agreement and contact details

As session lead, please confirm your agreement to the following statement, in order for your session proposal to go forward for consideration.

'I agree to be responsible for the session and will ensure that my speakers will adhere to all stipulated requirements, including the declaration of any conflicts of interest.'

Please enter the contact details of the session lead.

Q5 Content and objectives

Please outline what you plan to deliver in this session and how you will make it interactive and engaging for the delegates (maximum 150 words)

Q6 Target audience

Which types of GPs and other delegates will find this session most useful and why is it important to them? (maximum 50 words)

Q7 Patient perspective

How do you plan to incorporate the patient perspective into your session? (maximum 50 words)

Q8 Suggested speakers

The maximum number of speakers is three for a 60-minute session to allow plenty of time for audience interaction. A chair for this session will be allocated by the RCGP at a later date.

Please note that all speakers that are proposed and accepted through this submission will be eligible to claim back upto £150 each towards their accommodation and travel (maximum 3 speakers). Speakers will also received a complimentary one-day conference pass for the day they speak with the opportunity to upgrade to a full conference pass at a discounted rate.

Please list the suggested speakers and their relevance. It is recommended that session submitters have initial contact with the proposed speakers before they submit a session to determine their availability to attend the conference, should the session be accepted. If a proposed speaker declines, it is the responsibility of the session submitter to provide the name and contact information of an alternative speaker. Please consider replacement speakers in case the ones initially invited decline the invitation.

If your proposal is accepted you will need to submit a final selection of speakers for approval. All agreed speakers must then individually register online by Monday 14 June 2019.

Q9 Declaration

Every speaker at the 2019 conference will need to include a slide at the start of their presentation detailing any potential conflicts of interest, financial or otherwise, that could influence, or be perceived to influence, the content. Please give details of any potential conflicts of interest that you could have as a speaker in this session.

Review Criteria

The session proposal will be reviewed anonymously by members of the Programme Committee. It is the responsibility of the person submitting the proposal to ensure that the proposal addresses the following criteria.

- Addresses the focus and intent of the topic;
- Integrates current research and best practices (including technology)
- Addresses the educational needs of different healthcare professionals;
- Involves audience participation;
- Is designed for the membership of the RCGP

Other Information

The submitter will be notified of the outcome of the submission in early March 2019. All speakers must register for the conference no later than Monday 14 June 2019.

You will receive email confirmation that your submission has been received, indicating the abstract ID which it has been allocated. Please refer to this abstract number in all correspondence regarding the submission.

Please contact the Secretariat if you submit an abstract and do not receive confirmation that it has been received.

If you have any questions regarding submitting an abstract, please contact us at rcgp@haymarket.com

Please refer to the website for programme updates: www.rcgpac.org.uk