



SESSION PROPOSAL SUBMISSION GUIDELINES

Deadline for Submissions: 23:59 (GMT) Friday 29 November 2024

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 Conference and Exhibition, taking place on 9-10 October 2025.

All sessions are 45 minutes in total. 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 a variety of healthcare professionals. Don't forget to consider the virtual audience watching your session. Please also consider how much content you can effectively address in the 45 minutes available.

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.

Your work will save as you proceed through the pages, however if you have to stop part way through, please complete the entire page and click proceed to save your progress. You can then log back into the submission portal and 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 **Friday 29 November 2024, 23:59 (GMT)**.

Multiple submissions

You are welcome to submit multiple proposal submissions, however, please do not submit the same submission for more than one topic.

Queries

If you have any queries about the submission process or you want to withdraw your submission please contact us at rcgp.speakers@haymarket.com referencing your submission 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 until the registration deadline. After this, all correspondence will be sent to the presenting author/s.

Q2 Topic selection

Please select the most appropriate topic for your session.

- **CPD: Clinical topics**

A broad base of clinical knowledge and skills are needed for generalist medical practice. Sessions submitted should clearly focus on a defined clinical topic that reflects the scope of healthcare needs of our population, from those who are newly born, to our patients who are at the end stages of their lives.

- **Equality, Diversity and Inclusion**

Working in General Practice involves creating and ensuring more equal, diverse, and inclusive cultures to allow for fair treatment and opportunity for all. Sessions should focus on how practices can eradicate prejudice and discrimination of an individual or group of individuals protected characteristics which are:

- | | |
|---------------------------------|----------------------|
| * Age | * Race |
| * Disabilities | * Religion or Belief |
| * Gender reassignment | * Sex |
| * Marriage & Civil Partnerships | * Sexual orientation |
| * Pregnancy & Maternity | |

- **Health and wellbeing**

General Practice is a fantastic place to work but in order to look after our patients we also need to look after ourselves. Enhancing personal, professional and practice wellbeing is the aim of this stream. The sessions should either aim to directly improve wellbeing through the content delivered or should equip GPs and the practice team with practical tools to maintain or improve their personal or professional well-being. Sessions should aim to leave attendees feeling empowered to make self-care a priority.

- **Health Inequalities**

General Practice plays a central role in addressing both causes and consequences of health inequalities in the UK. As GPs we remain close to the heart of our communities, and sessions need to reflect how GPs can positively influence health inequalities as practitioners, commissioners and community leaders.

- **Medical education**

The sessions in this stream will focus on how GPs can improve their understanding of educational principles and approaches and help them to improve how they apply them in their day-to-day educational work. Sessions should focus on sharing educational principles, new ideas and best practice to help improve education in practice from students to specialist trainees and to the wider practice team.

- **Sustainability**

The RCGP acknowledges the climate crisis and the adverse consequences it has on the health of our communities. Sessions should focus on what actions we are taking, whether through examples or advocacy to promote healthy, sustainable living and reduce carbon emissions.

- **Research and innovation**

High quality primary care research is vital to policy and clinical decision-making resulting in new conclusions to support our patients. Sessions will need to demonstrate the key role that research, and innovation plays in advancing the highest quality of care for our patients.

- **Working with the Wider multi-disciplinary team**

This new stream explores the critical role of collaboration across various healthcare professionals in primary care settings. Sessions may cover topics such as learning strategies to enhance teamwork, how the MDT can improve patient outcomes, and how to address complex care needs through integrated, cross-disciplinary approaches.

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 Filming Permission

Please confirm that you give permission for the filming of the material being presented in your session to be used in educational resources and/or promotional activity produced by the Royal College of General Practitioners (RCGP).

Q5 Chairing

A chair for the session will be allocated by the RCGP and the contact details of the session lead will be shared with the chair. Please confirm that you agree to have your contact details shared with the chair.

Q6 Session lead agreement and contact details

Please enter the contact details of the session lead for this session. 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 ensure that my speakers will adhere to all stipulated requirements, including the declaration of any conflicts of interest and registration deadline'

Q7 Preferred Presentation Type

Please choose your preferred presentation type. The Programme Committee reserves the right to make the final decision on presentation format; this means that you might be offered an alternative session format. All sessions are 45 minutes long.

Presentation: Lecture-based presentation(s) including time for questions.

Interactive Session: Sessions should aim to be interactive, we suggest half of the session consists of a presentation with the remaining time offered to group work/discussion. These sessions will have a smaller audience than a presentation, but please note this could be up to 100 attendees.

Q8 Session summary (maximum 100 words)

Please provide a summary of your proposed session. This information will be used on the conference programme and website and on promotional materials. This description may be edited by the Programme Committee for clarity.

Q8 Content and objectives (maximum 150 words)

Please outline what you plan to deliver in this session and how you will make it interactive and engaging for the delegates. Your session should build upon the delegate's own knowledge and experiences. They should be able to clearly connect with your material and apply it to their own situations. Conference sessions should be designed so that participants are actively engaged rather than passively receiving information.

Q9 Target audience (maximum 50 words)

Which types of GPs and other healthcare professionals will find this session most useful and why is it important to them?

Q10 Patient perspective (maximum 50 words)

What has the patient involvement been in the development of this session?

Q11 Intended speakers

Please list the intended speakers and their relevance for the session. Please ensure your speaker choices take into account the principles of equality, diversity and inclusivity. The recommended maximum number of speakers is **two** for a 45-minute session to allow plenty of time for audience interaction.

It is recommended that session submitters have initial contact with the intended 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.

Please note that all** speakers that are proposed and accepted through this submission will receive a complimentary two-day conference pass (**maximum 2 speakers per session). All speakers must fund their own travel, accommodation and sustenance.

If your proposal is accepted you will need to submit a final selection of speakers for approval by Monday 3 March 2025. All agreed speakers must then individually register online by **Wednesday 7 May 2025**.

Please be aware that the conference organisers reserve the right to withdraw submissions at any stage, if they feel the content and/or organisation is no longer suitable.

Q12 Conflicts of interest

Every speaker at the 2025 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. Please ensure that you have read the [RCGP Conflict of Interest Policy](#) prior to completing this field.

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

Important Deadlines

Submission deadline	Friday 29 November 2024
Notification of outcome of submission	February 2025
Deadline to confirm acceptance and presenting authors	Monday 3 March 2025
Deadline for presenting authors to register to attend	Wednesday 7 May 2025

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