



SESSION PROPOSAL SUBMISSION GUIDELINES

Deadline for submissions: Friday 5 December 2025 23:59 (GMT)

Ready to inspire and lead the conversation in general practice? We're looking for dynamic, thought-provoking sessions that will captivate our conference attendees and spark meaningful change in general practice. This is your chance to share your expertise, showcase innovative ideas and shape the future of healthcare.

As you develop your proposal, think about how your session can inform, engage and empower a broad range of professionals. Our audience includes a diverse mix of general practitioners and healthcare practitioners, and we want to ensure your content resonates with everyone.

When planning your presentation, keep in mind these key elements:

- **Scope:** How much can you realistically cover in 45 minutes? Focus on delivering high-quality, actionable content rather than trying to fit in too much.
- **Engagement:** How will you engage both the in-person and virtual audience? Consider interactive elements, Q&A, and clear, compelling visuals.
- **Interactivity:** How will you make your session an interactive experience? Plan for activities, discussions, or exercises that actively involve your audience.
- **Impact:** What are the key takeaways? What specific knowledge or skills will attendees gain from your session?

Make your proposal stand out and help us create an unforgettable conference experience.

Logging in to the Oxford Abstracts platform

Before being able to submit your abstract you will need to login to the submission system. The RCGP uses Oxford Abstracts to manage all submissions.

If you already have an Oxford Abstracts account, you can login as normal using your existing credentials. If you have previously used Oxford Abstracts but have forgotten your password, you can recover this by entering your email address into the 'sign in or create account with email' field and then selecting 'forgot password'.

If you don't have an Oxford Abstracts account already you will need to create one. Enter your email and follow the onscreen instructions. Please note the email you enter at this stage will be your username for Oxford Abstracts, so you must continue to use the same email each time you wish to log in. All correspondence regarding your submission will be sent to the submitter/account holder.

When you have logged in or created your account you will arrive at the submission information page.

Your work will save as you proceed through the pages, and you can save your submission and come back to it at any time before the submission deadline.

You will be able to keep track of your submissions using the Oxford Abstracts dashboard, click here to open: [Oxford Abstracts](#).

Amending a submission

If you wish to change your submission you can do this at any time up to the deadline of **Friday 5 December 2025, 23:59 (GMT)**.

You may pause in the completion of your submission at any time but **MUST** press the submit button to save and be able to return to it before the deadline. Pressing submit will generate an email about the status of your abstract submission, including a link to access it for revisions.

NOTE: Incomplete submissions will not be considered for review, you must ensure you have completed your submission by the deadline, Friday 5 December 2025, 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.

Submission agreement

As the submitter you are responsible for the session, ensuring that all your speakers will adhere to all stipulated requirements, including the declaration of any conflicts of interest and registration deadline.

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.

Queries

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

Session proposal submission questions

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

Q1 Session stream

Please select the most appropriate topic for your session.

- **Art and creativity in medicine**

Art and creativity have a unique role in reflecting, supporting and enriching the practice of medicine. This stream will showcase the ways creative expression can enhance communication, connection, reflection and resilience in general practice. Sessions could include explorations of the medical humanities, creative writing, visual or performance arts, and storytelling in care. Delegates will gain fresh perspectives on how creativity can sustain both clinicians and patients alike.

- **Clinical CPD**

Breadth of clinical knowledge remains essential to high-quality general practice. This stream will cover a wide range of clinical topics reflecting the needs of patients across all life stages. Sessions will be rooted in practical skills and evidence, ensuring immediate relevance to everyday patient care. Attendees will leave with strengthened expertise and refreshed confidence for clinical decision-making.

- **Equality, diversity, inclusion and accessibility**

General practice must champion environments that are inclusive, fair, and accessible to everyone. This stream will delve into how we can promote equitable treatment and opportunities for both patients and staff, regardless of background or circumstance. Sessions may explore strategies for removing systemic barriers, confronting discrimination, and enhancing accessibility in healthcare delivery.

- **Health inequalities**

GPs are uniquely positioned to identify and address the entrenched health disparities affecting individuals and communities. This stream will examine the root causes and impacts of these inequalities and explore how general practice can lead transformative change. Sessions may feature practical tools, successful interventions, and leadership strategies aimed at improving equity in access, outcomes, and patient experience, empowering GPs to be champions of health justice.

- **Leadership and training**

Effective leadership and strong training are critical to sustaining the primary care workforce and shaping the future of general practice. This stream will focus on developing leadership skills at all career stages, from trainees through to senior partners. Sessions could highlight mentorship, coaching, organisational development, and approaches to fostering thriving, resilient teams. Attendees will leave with tools and insights to become confident leaders and trainers in their own settings.

- **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..

- **RCGP Special Interest Groups**

The RCGP's Special Interest Groups (SIGs) bring together GPs with shared expertise, passions and focus areas. Sessions could showcase SIG-led initiatives, clinical updates and policy, or advocacy insights. Attendees will discover new ways to connect, collaborate and shape the future of the profession through these communities of practice.

- **Research and innovation**

Primary care research continues to underpin evidence-based practice and shape the future of healthcare delivery. This stream will highlight cutting-edge research and showcase innovations that improve quality, safety and outcomes in general practice. Sessions could explore new models of care, digital transformation and ways of embedding research into everyday practice.

Q2 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.

Q3 Title (Maximum 30 words)

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.

Q4 Session proposal (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.

Q5 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. All speakers must fund their own travel, accommodation and sustenance. (**maximum 2 speakers per session)

If your proposal is accepted you will need to submit a final selection of speakers for approval by Monday 2 March 2026. All agreed speakers must then individually register online by **Wednesday 6 May 2026**.

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.

Q6 Target audience

Please select which types of GPs will find this session most useful

- GP registrars
- Newly qualified GPs
- Established GPs
- Later career/retired GPs
- IMGs
- GP trainers

Q7 Learning outcomes (maximum 50 words)

Please describe the learning outcomes, practical skills, knowledge, or perspectives delegates can expect to acquire from attending this session.

Q8 Patient perspective (maximum 50 words)

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

Q9 Sustainability (maximum 50 words)

Sustainability is an important consideration in general practice. We encourage you to reflect on how your presentation might address sustainability issues, and to briefly outline any relevant aspects in your submission.

Q10 Conflicts of interest

Every speaker at the 2026 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.

Q11 Session summary (maximum 100 words)

Please provide a brief summary of your proposed session. This information will be used in the conference programme, website and app, and in promotional materials. The summary should be clear and concise to help delegates decide if the session is relevant to their interests.

Your description may be edited by the Programme Committee for clarity.

Q12 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).

Q13 Session chair

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.

Q14 Session lead agreement

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'

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.

Review criteria

Each 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 5 December 2025, 23:59 (GMT)
Notification of outcome of submission	Start of March 2026
Deadline to confirm acceptance and speakers	Monday 16 March 2026
Deadline for speakers to register to attend	Wednesday 6 May 2026