



2021 ANNUAL
CONFERENCE



14-15 OCTOBER | LIVERPOOL

SESSION PROPOSAL SUBMISSION GUIDELINES

Deadline for Submissions: 23:59pm Friday 22 January 2021

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 2021, taking place on 14 -15 October 2021.

All sessions are 45 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 a variety of healthcare professionals. Please also consider how much content you can effectively address in the 45 minutes available. Please note that it may be necessary to adjust the session format to facilitate social distancing in line with any additional covid-19 restrictions.

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 your 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 Friday 22 January 2021.

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@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.

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. This stream will cover clinical topics and knowledge and sessions submitted should clearly focus on a defined clinical topic

- **CPD: Professional topics**

Sessions in this stream will explore specific capabilities in more depth, applying them in an appropriate professional context. Each session should intend to illustrate important aspects of everyday general practice. Topics we expect to be submitted for this stream include:

- Consulting in general practice
- Equality, diversity and inclusion
- Evidence-based practice, research and sharing knowledge
- Improving quality, safety and prescribing
- Leadership and management
- Urgent and unscheduled care

- **CPD: Life stages**

As well as requiring skills in the assessment and management of the general UK population, GPs utilise a range of specific clinical approaches and skill sets to groups of patients. Sessions in this stream will focus on how GPs can improve their work and engagement within the following life stages:

- Children and young people
- Maternity and reproductive health
- People with long term conditions, and cancer
- Older adults
- People at the end of life



- **GP 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.

- **Inspiring GP careers**

The general practice workforce is under considerable and growing strain. This stream aims to provide sessions to help prepare the next generation of GPs, and to re-enthuse those in the later stages of their career. The sessions submitted should illustrate the possibilities associated with a career in general practice. There should be a focus on either preparing and inspiring tomorrow's GPs or on showing later career GPs why general practice is still a great career by providing access to positive role models and appropriate career guidance.

- **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.

- **Late sessions**

There are a limited number of Late Sessions that take place at the end of the day on Thursday. They are generally more relaxed learning sessions, addressing new or unusual topics, and often encouraging different perspectives. Please note that speakers for any late sessions are not eligible for RCGP funding for attendance or expenses.

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 will ensure that my speakers will adhere to all stipulated requirements, including the declaration of any conflicts of interest.'

Q7 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 delegates 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 be eligible to claim back up to £150 each towards their accommodation and travel (maximum 2 speakers). Speakers will also receive a complimentary one-day conference pass for the day they speak with the opportunity to upgrade to a full three-day conference pass at a discounted rate of £180.

**Please note that speakers for any late sessions are not eligible for RCGP funding for attendance or expenses.

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 Tuesday 1 June 2021.

Q12 Declaration

Every speaker at the 2021 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

Other Information

The submitter will be notified of the outcome of the submission at the end of March 2021. All speakers must register for the conference no later than Tuesday 1 June 2021.

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@haymarket.com