



## **POSTER & ORAL ABSTRACT SUBMISSION GUIDELINES**

**Deadline for Submissions: 23:59pm Monday 5 October 2020**

Do you have a project or piece of work that you would like to share with your peers? Submitting an abstract at conference is an excellent means to communicate the outcomes of your project with fellow practitioners. Presenting will also support your personal development, showcase your skills and help grow your CV.

Each year over 300 posters and 48 oral paper presentations are presented at conference from submissions covering a breadth of topics within general practice.

### **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 5 October 2020.

### **Submission agreement**

- Please do not submit multiple copies of the same abstract.
- We have a strict policy that one three-day ticket must be purchased for each individual poster presented, at the appropriate rate for that presenter according to their professional status on the first day of the event.
- Each selected poster must be presented by an author throughout Thursday and Friday of the conference.
- Failure to register by 7 December 2020 may result in your abstract being withdrawn from the conference programme.
- Registration, travel and accommodation charges are the responsibility of the presenter.
- All correspondence will be sent to the submitting author. It is the responsibility of this person to pass on any relevant information regarding the submitted abstract and the conference to the presenting and co-authors.



### Best Poster Awards

The best posters submitted within each topic at the 2021 RCGP Annual Primary Care Conference will be awarded with a Best Poster Award. The poster committee evaluates all posters on their design, clarity of the presentation and content.

All posters will automatically be considered for the Poster Award.

The winning posters in each category will be notified by 6pm on Thursday 11 February and will be asked to give a short oral presentation of their poster on the afternoon of Friday 12 February.

### Key deadlines

5 October 2020	Abstract submission deadline
Mid November 2020	Submitting authors notified of the outcome of the submission
30 November 2020	Successful submitters to confirm acceptance of their place
7 December 2020	All poster presenters must register for the conference
18 January 2021	Submission of pdf of poster for inc on app

### Other information

You will receive an email confirmation that your submission has been received, indicating the abstract submission ID which it has been allocated. Please refer to this abstract number in all correspondence regarding the submission. Please note the email address that you supply in the Submitter Details page will be the email address used to correspond the results of your submission. If you change email addresses during this time, please let us know so we can update the system.

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

### Queries:

If you have any queries about the submission process or you want to withdraw your submission please contact us at [rcgp@haymarket.com](mailto:rcgp@haymarket.com) referencing your submission ID number.

Please refer to the website for programme updates: [www.rcgpac.org.uk](http://www.rcgpac.org.uk)



**Please read the instructions below carefully before preparing your abstract.**

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

#### **Q1 Submitter contact details**

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

#### **Q2 Topic**

Please select the most appropriate topic for your abstract.

- Adolescent Health
- Audit or Practice Survey
- Clinical
- Covid-19 - \*new topic\*
- Education
- Emerging Technologies
- Ethics
- Innovation
- International
- Quality Improvement
- Research
- Service Delivery

#### **Q3 Title**

Your suggested title should be succinct yet clearly describe the abstract. 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 abstracts will be published in the final conference programme and on the conference app. (Maximum 160 characters)

#### **Q4 Discover GP Student Poster Competition**

All students (undergraduate) and foundation doctors (FY1 and FY2 – postgraduate) are invited to enter the Discover GP Student Poster Competition by ticking a box when completing the submission form.

The 2021 Discover GP poster competition will celebrate exemplary research undertaken by medical students and foundation doctors. First Prize will be awarded £150 Amazon voucher and four highly commended winners will each receive a £50 Amazon voucher.



Poster authors must be students (undergraduate) or foundation doctors (FY1 and FY2 – postgraduate) at the time of submission. Judging will take place during the Annual Conference and winners will be announced on Friday 12 February.

#### **Q5 RCGP Adolescent Health Care Award**

To encourage GPs to provide higher standards of care for their teenage patients, a discretionary prize of £250 will be awarded to the best poster on the theme of Adolescent Health Care for the 2021 RCGP Annual Primary Care Conference. This award is made in memory of Dr Kathy Phipps, an active and enthusiastic member of the RCGP Adolescent Health Group.

#### **Q6 Submission Declaration**

Please confirm your agreement to the following statement, in order for your abstract to be considered for presentation:

*"I agree to be responsible for the organisation of my poster, including acknowledgement of the review outcome, registration of the presenting author and the submission of a PDF of the poster **by 18 January 2021** for inclusion on the conference app. I understand that to accept the invitation to display this poster at the event we must register one author at the appropriate 3-day ticket category (at the time of the event) to present the poster. I accept that it is my responsibility to ensure that the presenting author is not presenting another poster at this event."*

#### **Q7 Preferred Presentation Type**

Authors will be required to indicate their preferred presentation format when submitting an abstract.

#### **Poster Display only**

Poster presentations are a visual display of your abstract. All posters will be displayed in the exhibition hall. The poster display will be an integral part of the programme with time for delegates to interact with poster authors and ask questions. Full details and a poster template will be sent following acceptance.

Posters will be displayed on Thursday 11 and Friday 12 February only.

#### **Poster Display & Oral Presentation**

Authors will present their work as a poster (details above) and will also give a 10-minute oral presentation on either Thursday 11 or Friday 12 October.

Please note there are no oral-only presentation options.

#### **Q8 Authors**

Please enter the main author and any co-authors associated with this abstract. Co-authors are not mandatory, but please ensure you add all authors at the time of submission as it will not be possible to add authors at a later stage.



### **Q9 Abstract Submission Content**

Your abstract should not exceed 250 words. There is an additional 100-word allowance for conflicts of interest.

#### General style guidelines

- Use standard abbreviations only and place any unusual abbreviation in parentheses after the full word the first time it appears.
- Use generic names of drugs.
- If reference is made to proprietary products or equipment, the manufacturer's name and location should be included in parentheses.
- Please check your abstract carefully as it will not be edited.
- Graphs, tables and images can be inserted. All images, symbols, tables, graphs and lines should be clear and distinct. Maximum file size 10MB.

Abstracts should be structured under the headings:

#### Aims/Objectives/Background

Explain clearly:

- The purpose of your study
- Why the topic is important
- What is new about your study

#### Content of Presentation

- Describe the approach you have taken
- Explain the methods used or proposed

#### Relevance/Impact

- State how the results influence or impact on clinical practice/education/policy/methodology etc

#### Outcomes/Discussion

- How are they important?
- State significant positive AND negative findings
- What will this study/idea change?

### **Q10 Conflict of Interest**

Please give details of any potential conflicts of interest that you could have as part of your abstract submission, financial or otherwise, which could influence or be perceived to influence the content of the poster. All oral presenters at the 2021 conference will need to include a slide at the start of their presentation detailing any such conflicts of interest. (Max 100 words)



## **Review Criteria**

All abstracts will be reviewed 'blind'. No identifying features such as names of authors, names of hospitals, medical schools, clinics or cities should be listed in the title or text of the abstract. The names of the authors and their affiliations (institutions) will be requested separately when you submit the abstract online.

Reviewers are asked to mark the abstracts out of five, on the basis of the judging criteria listed below. A score of five is the highest that can be awarded. A score of zero is given when the submission cannot be judged due to the lack of information provided. It is the responsibility of the person submitting the abstract to ensure that the abstract addresses the following criteria.

1. **The Problem / Topic (Importance):** Is this problem/topic important for GPs? Is the problem/topic clearly described/defined? Will this presentation add new knowledge/innovation for the audience?
2. **The Approach (Clarity):** Is the approach proposed or taken both clear and well described? Are the methods used or proposed appropriate for the identified idea/problem/question? Were the methods innovative?
3. **Findings (Trustworthiness):** Do you believe the findings? Do the findings relate to the topic under question? Do these matter? Are they important? Will these results be of interest to the RCGP delegates?
4. **Consequences (Significance):** What are the implications of this study or would be the implications of this idea? Do these matter? Are they important? What does this all mean? Will these results influence or impact on clinical practice/education/policy/methodology?
5. **Overall Impressions (Likely interest value):** Was this a well-written abstract? Will it promote discussion and debate? Will this study/idea change anything? Will this work support the effective/productive work of GPs and the primary care team?