



# New Directions in Palliative Medicine

## ABSTRACT SUBMISSION – INSTRUCTION AND GUIDELINES

*Note: Please submit all completed forms via email to Mrs Catherine Haggerty at [catherine.haggerty@nhs.net](mailto:catherine.haggerty@nhs.net)*

### 1) General Information

- Submissions are invited for posters related to Palliative Care.
- Abstracts must be submitted according to the instructions below and must be received no later than **31 March 2012**. Abstracts submitted after the closing deadline will not be considered.
- All presenting authors whose abstracts are accepted **MUST be paid registrants no later than 30<sup>th</sup> June 2012**.
- All abstracts should be submitted using the prescribed Abstract Submission Form.

### 2) Submission Instructions

- Abstracts must be typed in English.
- Title: Use a concise title. Capitalise the first letters of the first word and all other words except prepositions, conjunctions and articles. Do not use acronyms, abbreviations and initials in the title.
- Abstracts: All abstracts must be typed with single spacing, in Times New Roman font, of size 10 and must fit within the box on the abstract form.
- Text length (not including title and author information) must be at least 100 words and not exceeding 250 words.
- The purpose of the study, methodology, results and conclusions should be clearly stated.
- References should not be included.
- Abbreviations should only be used for common terms. For uncommon terms, the abbreviation should be given in brackets after the first full use of the word.
- Do not use tables or graphs in the abstracts. All data must be in the narrative form.
- Generic drug names should be used where possible – the use of trade names is discouraged.
- The committee will not be responsible for the corrections of grammatical or typographical errors in the abstracts, posters or presentation slides.
- The author is required to indicate at the end of the abstract the main source of funding of the study.
- The abstract text must not contain any information about the presenters or institutions involved.

### 3) Review, Acceptance & Notification

- Receipt of abstract submission will be acknowledged via email and allocation of an abstract number - to which he/she will need to refer for any enquiries.
- The Scientific Committee will review all abstract submissions. The review process will be blind and only the profession of the 1<sup>st</sup> Author will be disclosed.



# New Directions in Palliative Medicine

- Evaluation by the Committee will be based on the following criteria

○ <b>Aims – Background &amp; Context</b>	Relevance of study, clearly stated aims
○ <b>Quality of Method</b>	Sampling, Data Collection, Analytical strategy, Stringency of theoretical position, reference to relevant knowledge base etc
○ <b>Relevance</b>	All abstracts should demonstrate relevance to the practice, policy or research of Palliative Medicine
○ <b>Originality of Research</b>	Is new data being presented? Are new concepts being presented? Stringency of Arguments when repeating previous work
○ <b>Clear Presentation of Results</b>	Data Interpretation, Statistical Power, Application to Practice
○ <b>Conclusions</b>	Supported by the data presented, quality of interpretation of own work

- Presenting authors will be informed via email of the details of presentation (including date and time) as soon as possible after the review process and no later than early May, 2012.
- Submission of abstracts constitutes the authors' consent to have the abstracts published in the 2012 Conference Pack.

## 4) Poster Presentation

- Poster presenters will be provided with an approximately 85 cm (wide) x 175 cm (high) poster board to display the poster.
- Exact poster specifications and sessions will be included in the Notification of Acceptance.
- Poster presenters are requested to stand by to discuss their posters during the poster sessions. Please take note of the schedules for the set-up and removal of posters.
- Authors should acknowledge any conflicts of interest / source of funding in the posters or oral presentations.
- Posters will be judged by the Conference Speakers and a prize will be awarded for the best poster.

## 5) Oral Presentation (Final Session on Day 1 of Conference)

- The Scientific Committee will invite authors of selected posters to make an oral presentation at the final session of Conference programme on Thursday 27<sup>th</sup> September, 2012.
- Information on oral presentation will be communicated to the authors of the selected papers in the Notification of Acceptance.
- Authors should acknowledge any conflicts of interest / source of funding in the poster or oral presentations.
- Presentations will be judged by the Conference Speakers and a prize will be awarded for the best presentation.