##

**Guidance for Abstract Applications for Conference Oral and Poster**

**Presentations**

**Abstract Calls Open:** **19th April 2021**

**Entries Close: 23:59 on 29th June 2021 (late entries will not be accepted)**

**Submit your abstract online (see below for details)**

It is traditional at conference to encourage the presentation of 15 minute talks by pharmacists and pharmacy technicians on research or practice-related projects as part of the Saturday morning plenary session.

Alternatively, research or practice-related projects may be presented as a poster as part of the conference poster exhibition. If a poster is presented, it is expected that an author named on the poster will be present at conference during marking to discuss the work presented. This is not mandatory; posters can still be exhibited without authors being present, however the author is solely responsible for transport to and from the conference, and the poster being put up and taken down. Posters presented without any author(s) present will not be eligible for prizes.

Abstracts may be submitted for poster and/or oral presentation (authors may choose ‘either’ if they do not mind which); abstract assessors will decide which forum is the most appropriate for all abstracts to be placed in following review. Oral presentation abstracts are reviewed first, and any abstract not successful in being selected for oral presentation will be put forward for assessment for presentation as a poster, provided the submitting author has chosen ‘either’ in their application. Presentation in either forum allows participants the chance to gain the kudos of their colleagues, network, and enhance the quality of pharmacy practice in mental health services.

Abstracts will be selected for oral presentation based on the quality, novelty and utility of the work as well as its potential impact locally, regionally, nationally or internationally. Abstracts selected for poster presentation will be organised into the categories below:

* Clinical audit
* Service development/evaluation
* Quality improvement
* Original research

Abstract assessors will select entries for the ‘poster walk’ within each of these categories, which means that they will be eligible for poster awards. At conference, each oral presentation and poster entry selected for the ‘poster walk’ will be formally marked during an allotted time(s) to determine which are awarded prizes; poster authors are expected to be present at their poster as part of this marking process (time slots for judging as part of the ‘poster walk’ will be clearly marked in the conference programme). Those posters not eligible for prizes as part of the ‘poster walk’ will not be marked, but it is still expected that author(s) will be present to speak with colleagues about their work.

The prizes and categories are as follows:

* Best/Winner and runner-up oral presentation
* Best/Winner and runner-up posters in the following categories:
* Clinical audit
* Service development/evaluation
* Quality improvement
* Original research

Please note, the categories listed above may be combined depending on the number of abstract entries received. This process will be undertaken at the discretion of the CMHP Council.

Also note that if authors submit the same piece of work for both a research award and a poster/oral presentation at the CMHP conference, their conference poster/oral presentation entry will be removed if they are subsequently selected to receive a research award.

**The College are delighted to announce that prize winning abstracts (‘best’ only) will continue to be published online in the prestigious Journal of Psychopharmacology (SAGE publications)!**

Guidance for abstract submission follows. ***Please read carefully before completing and submitting your abstract submission.***

**Guidance for Completing an Oral Presentation or Poster Abstract Application**

When publishing abstracts, journals often follow an abstract structure as follows:

* **Title and authors:** Make sure that you include a title that adequately reflects the project that has been undertaken. Include all author(s) involved in the work, along with their affiliations (i.e. organisations they are working for/represent) – you must identify the presenting author (this is usually the first author, who will be required to register and anted the conference).
* **Background/Introduction:** This is where you give a brief introduction to or the background of why you chose to do that research/project. That is; what was happening locally or nationally that demanded or suggested service change, what pharmacological agent needed reviewing/auditing, or what practice needed assessing. Briefly state why this was important to investigate. Please remember to link your work to key policy or journal references as appropriate.
* **Aims and Objectives:** The aim is what you were trying to achieve overall; the objectives are the key pointers you wish to accomplish in order to demonstrate you achieved your aim. For example, the aim of the study was to explore lay peoples’ perspectives of medicines for dementia. The associated objectives were to explore both positive and negative effects on day-to-day activities; explore associated medicines management issues and develop an educational tool for healthcare professionals to support people who take medicines for dementia. The objectives can be bullet points.
* **Methods/Design:** This is where you describe what type of study it was (e.g. qualitative or quantitative), then whether it was an audit, survey or randomised controlled trial. If you are presenting service development or improvement work, describe what you did and how this process helped you to achieve your aims. Describe the population you were studying and the organisational process you followed. Was ethical approval required? If not why not? If you used innovative methodology you may wish to reference the relevant literature.

NB: If you are completing a clinical audit please ensure you clearly outline your criterion and your standards for these. If you are completing a quality improvement (QI) project you should make reference to appropriate QI methodology.

* **Results:** State your findings. This may be in tabular form (words do not count to overall limit) or narrative form. If presenting qualitative work, please place quotes in italics and quotation marks and link to the appropriate participant. In this section you just present your key findings; you do not talk about them or the relevance to practice, as this comes in the next section.
* **Discussion and Conclusion:** Discuss your findings. Why are they important; exciting and relevant to practice? How do your findings link to the literature base? What conclusions can you make? Does something have to change? If so, how? What does this add to your organisational policies or the knowledge base on the subject? It is really important to link your findings to your aims and objectives. If your findings and objectives do not link up then an explanation of why this is so is needed.
* **References:** A maximum of 4 references may be supplied. Please use Vancouver style; this is where each reference is numbered in order of use and retains that specific number throughout the abstract. You can find a link here to more detailed guidance:

<https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/library/public/vancouver.pdf>

It is extremely unlikely that your work will not need referencing. Any time you mention a policy, guidance document or management strategy, there is a literature base around it. Please avoid plagiarism and reference all sources appropriately. There should be a maximum of four references.

**Abstract Format**

* Abstracts must contain the subheadings described above.
* The word count for the abstract should be between 350 words and 500 words (or maximum of 350 words if a table or a figure is included). The word count includes subheadings but does not include the title, tables/figures, author details or references.
* Abstracts should be submitted in word format using the template document, please have the document ready before starting a submission.

**Remember to consider the following:**

* Oral and poster presentations should consist primarily of the work of the authors.
* The contribution should relate to original work in psychiatric pharmacy and normally will be a report of a completed piece of work. If it is work in progress you will be expected to have preliminary data or findings to indicate possible outcomes.

**Submitting Your Abstract**

**This year, abstract entries must be entered into an online form and submitted electronically using the** CMHP abstract submission **system. Abstracts submitted via email, fax or post will not be accepted. A link to the submission pages can be found below. Instructions on how to submit your abstract are also presented on these pages.**

**First please download the template document, complete and save, then when ready submit your abstract.**

**[Template document](https://northernnetworking.co.uk/wp-content/uploads/2020/01/Abstract-Submission-Template-18.6.21.docx)**

[**Submit abstract here**](https://northernnetworking.ungerboeck.com/PROD/app85.cshtml?AppCode=SPA&OrgCode=10&CC=1&AppMode=0)

**The following poster marking schemes are provided here for reference:**

* [Abstract Marking Guideline QI 2021](https://www.cmhp.org.uk/wp-content/uploads/2021/06/Abstract-Marking-Guideline-QI-2021-1.docx)
* [Abstract Marking Guideline Research 2021](https://www.cmhp.org.uk/wp-content/uploads/2021/06/Abstract-Marking-Guideline-Research-2021-1.doc)
* [Abstract Marking Guideline Service Devel&Evaluation 2021](https://www.cmhp.org.uk/wp-content/uploads/2021/06/Abstract-Marking-Guideline-Service-DevelEvaluation-2021-1.doc)
* [Abstract Marking Guideline Audit 2021](https://www.cmhp.org.uk/wp-content/uploads/2021/06/Abstract-Marking-Guideline-Audit-2021-1.doc)

**If you have any technical queries regarding the CMHP Abstracts submission system, please direct them to cmhpconference@northernnetworking.co.uk**

**Summary**

Abstracts must be submitted online using CMHP abstract submission by **23:59 on 29th June 2021.**

**Late entries will not be accepted.**

All applicants will be informed of the adjudicating committee’s decision by **16th August 2021**, with marker feedback, details of any amendments required, and a date for submission of the revised abstract, if required.

Receipt of abstracts will be confirmed by return email.

**Registering to attend the conference.**

All presenters and co presenters must register and pay to attend the conference on the day they present by **27th August 2021**

**Abstract Review Process**

* Abstracts will be assessed and judged by adjudicating College members (either Council members and/or credentialed members and/or College members with necessary research/quality improvement experience).
* Copies of the abstract marking proformas for poster categories can be found on the CMHP website.

If you have any queries regarding the abstract submission process/guidance or otherwise require further assistance, please contact cmhpconference@northernnetworking.co.uk