##

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

**Presentations**

**Abstract Calls Open:** **20th April 2022**

**Entries Close: 23:59 on 29th June 2022 (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 or pharmacy technicians on research or practice-related projects as part of Friday’s plenary session.

Alternatively, research or practice-related project work 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, utility of the work and their potential impact locally, regionally, nationally or internationally. This also applies to abstracts selected for poster presentation which will be organised into the categories below:

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

Abstract assessors will shortlist entries for **poster presentation** within each of the 4 categories, which means that they will be eligible for a poster award and will be judged at conference. Poster authors are expected to be present at their poster as part of this marking process (time slots for judging will be issues closer to the time).

Those posters not shortlisted for an award can still be showcased in the **poster display** but they won’t be judged.

The prizes and categories are:

* Winner and runner-up for oral presentation
* Winner and runner-up posters in each of the 4 categories listed above

There may also be highly commended awards presented in either category.

NB: 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 (winners, not runners up) will continue to be published online in the prestigious Journal of Psychopharmacology (SAGE publications)!**

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

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

Please follow the abstract structure as follows and pay attention to the maximum word count allowed.

* **Title:** Make sure that you include a title that adequately reflects the project that has been undertaken.
* Although you **must list all author(s)** involved in the work on the online application system in the relevant fields, along with their affiliations (i.e. organisations they are working for/represent) and then identify the presenting author (who will be required to register and attend the conference), please **DO NOT** state author names in the abstract document you upload – this needs to remain **anonymous** during the marking process.
* **Background/Introduction:** This is where you give a brief introduction to or the background of why you chose to do that project. For example, 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 policies 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, if the aim of the study was to explore lay peoples’ perspectives of medicines for dementia, then 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.
* **For clinical audits only** – make sure you state your **audit standards or criteria**. These are the standards (facts) against which you are comparing the actual practice you are auditing. For example, NICE guidelines can be used to develop your standards, or what you would expect as best practise.
* For a **quality improvement (QI)** project you should make reference to the appropriate QI methodology used.
* **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.
* **Results:** State your findings. This may be in tabular form (remember to check the wordcount allowance) or narrative form. If presenting qualitative work, please place quotes in italics and quotation marks and link to the appropriate participant. In this section, 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/or 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.

**Abstract Format**

* Abstracts must contain the subheadings described above. Please use the word abstract template document provided below.
* The word count for the abstract should be between 350 words and 500 words. If you are inserting a table into your abstract, the maximum number of words allowed other than what is in the table is 350, otherwise it is 500.

Please state the wordcount at the start of the abstract template where prompted.

You may be marked down during abstract marking if you exceed the word count.

The word count does include all subheadings but **does not** include the main title or references.

**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**

**Abstract entries must be entered 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://www.cmhp.org.uk/wp-content/uploads/2022/03/CMHP-22-Abstract-submission-template.docx)**

**[Submit abstract here](https://northernnetworking.ungerboeck.com/PROD/app85.cshtml?AppCode=SPA&OrgCode=10&CC=6&AppMode=0)**

**The following poster marking schemes are provided here for reference to help you format your work:**

* [Abstract Marking Guideline QI 2022](https://www.cmhp.org.uk/wp-content/uploads/2022/03/Abstract-Marking-Guideline-QI-2022.docx)
* [Abstract Marking Guideline Research 2022](https://www.cmhp.org.uk/wp-content/uploads/2022/03/Abstract-Marking-Guideline-Research-2022.docx)
* [Abstract Marking Guideline Service Devel&Evaluation 2022](https://www.cmhp.org.uk/wp-content/uploads/2022/03/Abstract-Marking-Guideline-Service-DevelEvaluation-2022.docx)
* [Abstract Marking Guideline Audit 2022](https://www.cmhp.org.uk/wp-content/uploads/2022/03/Abstract-Marking-Guideline-Audit-2022.docx)

**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 2022.**

**Late entries will not be accepted.**

All applicants will be informed of the adjudicating committee’s decision by **22nd August 2022**, 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**

Al presenters and co-presenters must register and pay to attend the conference on the day they present by **5th September 2022.**

**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