**Guidelines for Abstract Applications for Conference 2024**

**Oral and Poster Presentations**

**Abstract Calls Open:** **28th March 2024**

**Entries Close: 23:59 on 5th June 2024 (late entries will not be accepted)**

**Submit your abstract online as details here below.**

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

Alternatively, work may be presented as a poster as part of the conference poster exhibition.

Abstracts may be submitted for poster or oral presentation; authors may choose ‘either’ if they do not mind which one; abstract assessors will decide on the most appropriate category if ‘either’ is chosen. Abstracts not successful in being selected for oral presentation will be put forward for assessment as a poster.

If a poster is presented, it is preferred that an author named on the poster will be available to discuss the content of their own work at conference with delegates or judges. 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.

**Previously published or presented projects**

In the abstract application form, we ask if your project has previously been published in a journal. This is for both copy writing reasons and because we publish the winning CMHP posters in the Journal of Psychopharmacology. For this reason, previously published work that does get presented as a poster cannot be chosen as the category winner.

We also ask if you have presented your work elsewhere and where this was presented, however this will not influence the judges choice when it comes to choosing a winner.

**CMHP’s Golden Threads**

This year, we are strongly encouraging applicants to be familiar with, consider and identify in your abstracts and subsequent presentations, how one or more of CMHP’s **4 golden threads** are incorporated into your project work. These are:

1. Advocating for equality, diversity and inclusion and actively challenging any barriers faced in achieving inclusive practice of mental health pharmacy.
2. Working to reduce stigma by including the voice of people with lived experience to ensure co-produced practice of mental health pharmacy.
3. Delivering high quality outputs that ensure CMHP is recognised as the “go to” place for expertise in the practice of mental health pharmacy.
4. Recognising the impact of climate change as a health emergency and ensure sustainability is considered within the practice of mental health pharmacy.

Demonstration of the golden threads will also form part of the marking criteria.

The 5 poster categories are:

1. Clinical Audit (\* see note at the bottom of page 2)
2. Service Development
3. Service Evaluation
4. Quality Improvement (\*\* see note at the bottom of page 2)
5. Original Research

**NB:** the categories listed above may be combined depending on the number of abstract entries received. This process will be undertaken at Council’s discretion.

**NB:** the same abstract/piece of work cannot appear in more than one category, including in the project awards - projects conducted by PTPTs, undergraduates or foundation trainee pharmacist, should be submitted to the project awards by the students rather than their supervisors as conference posters or for oral presentation.

**The College are delighted to announce that the first prize winning abstracts will again be published online in the prestigious Journal of Psychopharmacology (SAGE publications) this year!**

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

***Please read carefully before completing and submitting your abstract. A summary table and timeline is provided on page 5.***

Please follow and use the abstract structure template 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.
* List the undertaker of the project as the lead author, and then any other authors involved in conducting the work, on the template and on the application system in the relevant fields

Add each person’s job title and the organisation which they are working for or representing.

* **Background/Introduction:** This is where you give a brief introduction to or the background of why you chose to do the 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. **This is also the ideal section to tell us how your work demonstrates our Golden Threads.**
* **Aims and Objectives:** The aim is what you were trying to achieve overall. The objectives are the key pointers you wish to accomplish to demonstrate how you will achieve 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** – 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 Quality Improvement (QI)** projects, state and describe the QI methodology used. If QI methodology was not used, re-address the abstract category you are submitting to. For further information about the QI tools and methodology that we expect, see NHS Scotland’s Quality Improvement Zone – QI Tools.
* **Method/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 project. 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 should 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; further discussion/comments about results comes in the next section.
* **Discussion and Conclusion:** Discuss your findings. Why are they important, exciting and/or relevant to practise? 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 give an explanation as to why this might be.

**This is another section where demonstrating our Golden Threads would be ideal.**

* **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 Summary**

* Please use the word abstract template document provided via the link on the next page.
* **Stick to the word count** stated at the top of the template and state the wordcount at the bottom of the abstract template where prompted - you will be asked to resubmit your abstract and marked down if you exceed the word count.
* The word count includes all subheadings but **does not** include the main title, authors details or references.

**Remember to consider the following:**

* Oral and poster presentations should consist of the work of the author(s).
* The contribution should relate to original work carried out in psychiatric pharmacy and will be reporting a completed piece of work – not a proposal.

**Submitting Your Abstract**

**Abstract entries must be entered and submitted electronically using the** CMHP abstract submission **system BEFORE midnight on 5th June 2024. Abstracts submitted late (for any reasons) or by any other means than via the online system cannot be accepted.**

**We kindly ask that you do not leave your submission right to the last minute - if you do and then run into problems submitting and miss the deadline, we are unable to accept this as a reason for late submissions!**

**A link to the submission pages can be found below. Instructions on how to submit your abstract are also presented on these pages.**

**Please download the template document, complete, and save; when you are ready, submit your abstract 😊**

[**Abstract Template Form – click here**](https://www.cmhp.org.uk/wp-content/uploads/2024/03/2024-Abstract-submission-template.docx)

[**Submit abstract - click here**](https://northernnetworking.ungerboeck.com/PROD/app85.cshtml?aat=4670694a3651647a44787345745a356a78455861734578573356375659494774612b6f6a4977417130556f3d)

**The template form above is how you should format and submit your work.**

**If you have any technical queries regarding the CMHP abstracts submission system, please direct them to** [cmhpconference@northernnetworking.co.uk](mailto:cmhpconference@northernnetworking.co.uk)

**After Submission: Review and Judging Process**

Receipt of abstracts will be confirmed by return email. it is your responsibility to check and confirm receipt.

Applicants should expect to hear back about whether their abstract has been accepted for presentation and information about next steps from the week commencing 1st July 2024.

At that stage, you will be invited to submit a draft pdf of your final poster by a deadline date of **28th August**.

Once the poster pdfs are received, they will be judged and marked by adjudicating CMHP members (Council members, credentialed CMHP members/members with research/quality improvement expertise) prior to the conference, in preparedness for the awards presentation evening. Presenter discussions will not form part of the poster marking process, however, we advise you are with your poster during poster exhibition slots throughout the day, as this is a real opportunity for you to promote your project work and findings, and share good practise with your peers and judges.

**The marking criteria for posters includes rigour, completeness, innovative projects/novelty, why the work is deemed important, presentation style and the incorporation of our golden threads.**

Any relevant or significant feedback will be sent to the submitting author prior to conference.

Any additional feedback can also be provided on request, after the conference.

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

**Registering to attend the conference**

All oral/poster presenters and any co-presenters planning to attend conference are required to register and pay to attend the conference by **28th August 2024** (the same deadline date for submitting your poster pdf).

[Register here](https://www.cmhp.org.uk/conference/conference-2024/)

**Summary of Conference Abstract & Poster Submission Timeline**

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| --- | --- | --- |
| **DATE** | **ACTIONS** | **COMMENTS, LINKS** |
| 09:30  28/03/2024 | Call for conference abstracts opens  Email to members, CMHP email group, website links published | * [Abstract template](https://www.cmhp.org.uk/wp-content/uploads/2024/03/2024-Abstract-submission-template.docx) * [Submit here](https://northernnetworking.ungerboeck.com/PROD/app85.cshtml?aat=4a577234396b444e6d636b75572b45572f4d7432765a6a54484a7275315a54744e443957784346306f35673d)   (Please check you receive an email confirmation of each abstract submitted)  Any questions/queries, email [cmhpconference@northernnetworking.co.uk](mailto:cmhpconference@northernnetworking.co.uk) |
| 23:59  05/06/2024 | Closing date/time for abstract submissions | Late submissions will not be permitted.  We strongly advise you submit well **before** 23:00 as website issues may not be resolvable as in previous years. |
| w/c 05/07/2024 | Invites by email to successful applicants of acceptance to present. To work on designing and submitting a pdf of their poster | Check you have the correct email for where the pdfs are to be sent.  Check receipt email received once you’ve emailed it in. |
| 17:00  28/08/2024 | Deadline for pdfs to be submitted and registration to attend conference by this date.  If not received, it will be assumed you are choosing not to present a poster at conference. It is up to you to check and confirm your pdf was received successfully (receipt emails will be sent to your submitting email address). | Late submissions **cannot** be accepted  **NB: marking and scoring of poster pdf will be carried out prior to conference.** |
|  | Relevant, significant feedback will be sent to lead authors during this time prior to conference  Final poster preparation/printing etc by presenters happens during this time. | The display boards at conference will be portrait orientation and will accommodate up to A0 sized posters – this is the size we recommend you display, however, it is entirely up to you how you decide to use the poster space provided, how your poster is set out and what content you include.  Means of affixing posters to the boards (Velcro adhesives) will be provided for you. (please do not bring fabric posters). |
| 11/10/2024  19:30  12/10/2024 | Conference day 1  Please be with your posters during poster exhibition slots during the day so you are able to speak to your peers, delegates or judges about your work.  Awards presentation evening begins.  Conference day 2 | Poster boards will be available from Friday morning at 08:45 onwards; posters should be put up as soon as possible on your arrival.  Awards will be announced after dinner.  The poster displays will be being dismantled after lunch on Saturday from 14:15 so posters should be collected promptly around this time (any poster left will be disposed of after the conference). |