CHIEF SCIENTIST OFFICE

UKCRF NETWORK
UK Clinical Research Facility Network

NHS
National Institute for
Health Research

Criteria and guidance for Poster Abstract Submission

UKCRF Network Conference – Leeds 12 - 13 July 2018

The 14th Annual Conference of the UK Clinical Research Facilities is being held in Leeds in July 2018. Abstracts are now invited for poster presentation at the conference. It is an annual opportunity for those involved in clinical research and its organisation/administration to showcase your expertise and demonstrate the contribution your facility has made to the development of new knowledge through the delivery of the highest quality clinical research in the UK and Ireland.

The committee plan to select one abstract, of particular high quality, for oral presentation within a plenary session; when submitting your abstract please indicate on the form below if you would be happy for your abstract to be considered.

Categories and Guidance for each section:

1. **Clinical Research Practice:** Contributions invited from clinical research staff which have led to the identification and application of new or innovative ideas to improve awareness, knowledge, skills and standards within a clinical research setting.

2. **Organisation or Administration:** This could be an example of the implementation of operational procedures and systems to improve the functionality, delivery and management of healthcare research.

3. **Education or Knowledge Sharing:** In this category there is an opportunity to demonstrate the impact of education in the delivery of high class research, how this has been evaluated and rolled out within an individual CRF and / or across CRFs nationally using novel and innovative methods of dissemination.

4. **Clinical/Medical Science:** A key scientific output from research conducted in and supported by a CRF or the presentation of a recent study. Focussing on the importance of the area of research, potential impact, role of the CRF, use of new methodologies and new contributions to knowledge/treatment.

5. **Innovative approaches to Patient and Public Involvement / Engagement**: Demonstrate how your facility has engaged in novel PPI / PPE events and initiatives to raise general awareness and understanding of clinical research activity, engaging patients in research design and delivery, increasing awareness and access to trials, demonstrate the benefits of involving patients & public in the research process.

Guidelines for submission

An abstract is a stand-alone piece of work which provides a succinct description of your research project and one that is able to be read independently (Hickson, 2008).

Abstracts will only be considered for the conference programme if they meet the following criteria:

- the abstract content highlights the role of the CRF in delivering clinical research and/or providing new insights to shape the future of healthcare in line with the conference theme *'Seeing is Believing:Imaging and Digital technologies in the 21st Century'*
- the abstract title should be concise and clearly define the content of the abstract.
- the information presented in the abstract should be succinct, focusing on the subject area and should follow a structured format: e.g. outlining the aims and purpose, methodology, results and conclusions.

- all submissions should acknowledge the expertise used and benefits gained from conducting the research/scientific study in the clinical research facility.
- abstracts to showcase innovation or developments of existing systems and/or implementation of new systems, should demonstrate improvements in knowledge and skills, and/or processes to manage study delivery.
- abstracts should reflect new activity or demonstrate significant improvements since 2014; where improvements are being demonstrated please specify what they are.

Submitting an Abstract

Abstracts should be no more than **<u>250 words</u>** (excluding title)

Submission deadline: **1pm on 16th February 2018**

Email abstracts to: leedsth-tr.crf@nhs.net

All abstracts to be submitted electronically in MSWord format.

Abstract Formatting Guidelines

Your abstract should address the following points

Title:	*Set the scene by telling the reader what the abstract is about*
Authors:	*All contributing authors, surname, initials.*

*Please note this information needs **to remain consistent** as your abstract and authors will appear in the conference programme and associated promotions.*

Affiliations:	*Which UKCRF (or devolved nation) and institution you are from.*
Aim/Purpose:	*Why did you do it? What were you investigating? Why is it important?*
Methodology:	*A brief description on what was done and how you did it – the design and what was included*
Contribution of CRF:	*A brief description of the contribution the CRF made and the benefit of this*
Results & Conclusions:	*What did you find? What are your conclusions? Can any recommendations be made from the results? How do you intend to share findings/outcomes with other CRFs? (This section is what most people are interested in.)*

Word document should be set out as follows:

Line spacing:	Single
Text alignment:	Left
Title text:	Arial 11pt Bold
Author name(s):	Arial 11pt with the presenting authors name in bold
Author affiliation(s):	Arial, 11pt, italic, with the presenting authors details in bold
Body text:	Arial 11pt
Paragraphs:	Don't indent; leave one clear line between paragraph
References:	Should be limited to no more than three references and should follow the Harvard referencing style (Hickson, 2008) in the body of text, with an alphabetical reference list at the end of the document as shown below:
	Hickson, M. 2008. *Research Handbook for health care professionals.* Blackwell Publishing, pp158-167.

Poster presentations

- acceptance of abstract and selection for poster presentation is at the discretion of the organising committee whose decision is final
- successful poster presenters will be notified on wk comm 5th March **2018**
- at least one presenting author must register and pay to attend the conference
- poster presenters are expected to stand by their poster to answer questions during breaks
- Poster will be printed by the organisers to **A1 size in a portrait orientation**

Important Final notes:
All accepted abstracts will be published 'as submitted' on the portal. It is therefore incumbent upon the author to ensure that the spelling, grammar and syntax are of an academic publishing standard.

Poster Abstracts UKCRF Network Conference – Leeds July 2018

Abstract Submission Form

Name:	
Place of Work:	
CRF Affiliation	
Contact Tel No:	
Email Address:	
Abstract Category:	
Title:	
Authors:	
Abstract Body (max 250 word limit) It should cover - Aim / purpose, Methodology, Contribution of CRF, Results and Conclusions	
References:	
Please indicate if you would be happy to be considered for an Oral Presentation	*(please delete as appropriate)* *Yes/No*