GUIDANCE ON SUBMITTING AN ABSTRACT

PMG conference presentations provide an opportunity to present a piece of work carried out in one or more of the following areas:

- Audit
- Case study
- Clinical practice
- Management/leadership
- Research
- Service development
- Technical

1. Submitting your abstract

Abstracts must be submitted using the standard format via the "Submit an Abstract" link on the PMG website. If your abstract is accepted for presentation, it may be returned to you for the purposes of clarification, and will also be subject to editing.

2. General guidance/information for completing the form

➢ **Abstract title** – as concise as possible without compromising clarity

➢ **Paper/presentation type**

Free Papers are a 20-minute plenary presentation or a poster**.** You should indicate via the **Presentation Type** drop-down whether you wish to be considered for a **Platform** or **Poster** presentation and, if you have no particular preference, then select the **Both** option.

Breakout sessions are presentations/workshops held in breakout rooms, lasting for one hour in total; they run twice on the same day, with a long lunch or refreshment break in the intermission. These sessions are attended by two different audiences. If you select Breakout Session, then the **Presentation Type** should be **Platform.**

NB The judges may offer you a different presentation type from the one you select.

➢ **Summary** – an overview of the entire abstract; please also indicate which of the following categories your presentation/workshop/poster falls into (can be more than one):
    a. Audit/Research
    b. Clinical practice/case study
    c. Management/leadership
    d. Service Development
    e. Technical

➢ **Aims and objectives** - provide a clear statement of purpose

➢ **Background, Technique, Standards, Clinical Detail, Results and Testing**
Background – relevant but brief
Technique – an outline of the method used (if applicable)
Standards/guidelines – state whether any were followed
Clinical detail if relevant - provide salient points

Results and Testing – a summary is sufficient although any numerical data should be clearly explained, not quoted without context

➢ **Discussion** – consequences, implications or recommendations for practice. If there are any **conflicts of interest**, please declare these here.

➢ **References** – will be expected in most cases, and should demonstrate that the author has read around the subject. Please note that a list of websites does **not** constitute a reference list; exceptionally long lists of references may need to be shortened for the purposes of publication. **Please use the Harvard style of referencing**.

NB: SHOULD YOUR ABSTRACT BE ACCEPTED, PLEASE ENSURE THAT YOUR PRESENTATION AT THE CONFERENCE, WHETHER PLATFORM OR POSTER, REFLECTS THE CONTENT OF THE ABSTRACT WHICH WILL BE PUBLISHED IN THE CONFERENCE PROCEEDINGS

3. **Word counts**

We appreciate that some may find these restrictive. However, collecting abstracts in a consistent format saves a great deal of time when processing them, and helps make the judging process fair. Word limits are necessary because accepted abstracts are published in the conference proceedings.

4. **Judging**

Abstracts will be judged by the PMG Conference, Education and Communications committee. The following will be taken into account:
- Clarity of any numerical data presented
- Development of existing knowledge
- General clarity of presentation across all sections
- Quality of research methodology (if applicable)
- Relevance to the field and to the moment
- Scientific rigour
- That the submission is grammatically correct
- Use of correct clinical and technical terminology, avoiding jargon
- Is the work original or novel (submissions do not necessarily need to be original work)

5. **Presentation at conference**

In addition to the list in item 4 above, the judges will expect applicants to indicate their awareness of the current state of play in related technology and/or clinical practice in both the UK and in other countries. As well as reviewing published literature, presenters are advised to study previous conference proceedings and view relevant forums. Contact with other centres and services is also encouraged to maximise the impact and effectiveness of the work, and help move the field forward.

6. **Important information about recording presentations**

Where possible, conference sessions are video recorded to be posted as webcasts on the PMG website after the event. All video clips are password-protected and made available only to PMG members. Please be aware that by submitting an abstract you are also giving PMG permission for your presentation to be recorded and webcast, unless you notify us to the contrary. Presenters are therefore responsible for ensuring that the necessary permission is sought for the use of all photographs and other images used in their presentation. If you are unable to obtain permission for images to be used in your presentation, please do not use them.

7. **Attendance at the conference**

By submitting your abstract PMG assumes that, should you be offered the opportunity to present your work, you are able to secure funding to attend the conference.