

POSTURE & MOBILITY GROUP

GUIDANCE ON SUBMITTING AN ABSTRACT

Submitting your abstract

Conference presentations provide an opportunity for delegates to present a piece of work they have carried out in one or more of the following areas, for the benefit of the delegation:

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

This guidance **must** be followed, and submissions made using the standard format via the “Submit an Abstract” link on the website. Your abstract may be returned for the purposes of clarification, and may be subject to editing by the committee. If there are changes made, you will be sent a copy of the edited version for your final approval.

General guidance

Please consider the following when making your submission:

- Title – concise and clear
- Summary – an overview of the entire abstract, including all sections; please indicate which of the following categories your presentation/workshop/poster falls into (can be more than one):
 - Clinical practice/case study
 - Management/leadership
 - Audit/Research
 - Service Development
 - Technical
- Statement of purpose – clear aims and objectives
- Background – relevant but brief
- Technique – an outline of the method used (if applicable)
- Standards/guidelines – state whether any were followed (if applicable)
- Clinical detail – provide salient points (if applicable)
- Results – a summary is sufficient (numerical data should be clearly explained, not quoted without context)
- Discussion – consequences, implications or recommendations for practice
- Conclusion – must reflect the stated aims
- References – **will be expected in almost all 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
- Conflicts of interest – these must be stated clearly, or that there are none

Presentation types

Free papers/posters:

If you are submitting a free paper, you must indicate whether it should be considered as a platform or poster presentation, or as either. Free papers presentations are of around 15-20 minutes duration.

Parallel sessions:

These are presentations/workshops lasting one hour, repeated after a break, each one attended by two different delegate groups.

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 makes the judging process more fair. Word limits are also necessary because accepted abstracts are published in the conference proceedings.

Judging

Abstracts will be judged by the organising committee. The following will be taken into account:

- General clarity of presentation across all sections
- Clarity of any numerical data presented
- Quality of research methodology (if applicable)
- Scientific rigour
- Relevance to the field and to the moment
- Whether the work is original or novel (submissions do not necessarily need to be original work)
- Development of existing knowledge
- Use of correct clinical and technical terminology, avoiding the use of jargon
- That the submission is grammatically correct

Important information about recording presentations

Where possible, sessions are video recorded and 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 special circumstances prevail. 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.

Designing and presenting a poster

What is a poster presentation?

Posters are increasingly used by healthcare professionals for a variety of purposes and can be a very effective method of delivering information. The organising committee wishes to encourage more poster presentations as they are an excellent way for members to publish and share information about their projects, case studies and research. Below are a few tips to help you on your way.

How do I start?

Define your subject matter and content, then selectively gather material. Use pictures and charts where possible as these may say a lot more than a lengthy description and will draw people to the poster. Decide on an order for your material that can be easily followed by your audience as they may not be familiar with the subject.

Design

Use colour schemes to create an overall impression of unity and to define or emphasise key points. A poster must be readable at a distance of one to two metres, so use a clear and readable font. Using sentence case makes text more legible than all upper/lower case. Align writing and pictures with the edges.

Layout

The layout for PMG posters must be **portrait** NOT landscape. The poster reads from left to right and down the columns, top to bottom. Figures, tables and diagrams should take up slightly more than 50% of the poster area.

Presenting your information

Grab attention by using pictures, tables, colour and headings. Use short sentences and avoid jargon. Clarity and simplicity is needed, so resist the temptation to overload the poster. Make sure the poster contains your work/organisation details, including address, logo, email and web address (if applicable).

Printing

The poster should be professionally printed on paper no larger than A0 size (portrait) and no smaller than A1 size (portrait). Laminated posters create a more professional look.

How will the poster be mounted?

The organising committee will use self-adhesive Velcro pads to attach your poster to a display board.

What else must I do as a poster presenter?

You will be required to stand next to your poster during a specified viewing time and answer questions about your work from conference delegates. It may also be helpful to have more detailed information available as hand-outs.