

POSTURE & MOBILITY GROUP GUIDANCE ON SUBMITTING AN ABSTRACT

This page offers guidance on submitting abstracts for PMG conferences.

Abstracts will be judged by the conference planning team. The guidance must be followed, and submissions made using the standard format via the [Submit an Abstract](#) link. 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. The following will be taken into account by those judging abstracts:

- General clarity of presentation across all sections
- Clarity of any numerical data presented
- Quality of research methodology (if applicable)
- General scientific rigour
- Relevance to the field and to the moment
- Original or novel approach
- Development of existing knowledge
- Use of correct clinical and technical terminology, avoiding the use of jargon
- Grammatically correct

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

Note that submissions do not necessarily need to be original work.

General Guidance

Please consider the following guidelines when making your submission:

- Concise and clear title
- Summary - this must be an overview of the entire abstract, so should include all sections
- Clear statement of purpose - aims and objectives
- Background - relevant but brief
- Technique - an outline of the method used (if applicable)
- Standards - what standards or guidelines were followed (if applicable)
- Clinical detail - provide salient clinical detail (if applicable)
- Results - a summary of the main results (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

The Form

The form consists of several sections. Firstly we ask for a title for your abstract, followed by an indication of whether you are submitting to present a free paper, poster, parallel session, or are an invited speaker. Please select the correct category.

Please also indicate in the Summary section which of the following your presentation/workshop falls into:

- Clinical/Best Practice Case Studies
- Management/Leadership
- Research
- Service Development
- Technical

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. The word limits are necessary because abstracts are published in the conference proceedings.

References and Additional Authors

In this section there are boxes for entering details of any references and extra authors you wish to be credited. These two boxes are optional. If you wish to use them, enter one author/reference per line. Please note that if the list of authors/references causes the abstract to run into three pages, we may need to omit some of these at the publication stage. If you are planning on co-presenting with an additional author, please give their additional details here.

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.

Presentation Types

Parallel Sessions:

The parallel sessions at PMG conferences are normally presentations/workshops lasting one hour, repeated after a break, each one attended by two different delegate groups.

Free Paper/Poster Presentations:

If you are submitting a Free Paper, you must indicate whether it should be considered as a possible platform or poster presentation, or both.

Designing and Presenting a Poster

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

What is a poster presentation?

It is a visual and static presentation of research, case studies and projects, which is more focused than a conference paper and presents key results rather than a background.

The primary mode of communication is visual. You will be required to stand next to your poster during a specified viewing time and answer questions about your work. It may also be helpful to have more detailed information available as hand-outs.

How do I start?

Define your subject matter and content, and 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 one to two metres distance, 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 and tables 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.