

Abstract Submission Rules and Regulations



There will be 30 trainee poster presentations at the conference, and nine trainee oral presentations. This is in addition to poster and oral presentations from medical students from the three medical schools in the region. These presentations will cover a range of topics and abstracts are invited in four different categories:

- 1) Case Report
- 2) Personal Experience
- 3) Research/Audit
- 4) Out of Programme Experience (OOPE)

Submissions open 13 June 2017 and will close on 21 July 2017 at 5pm. Late submissions will not be considered.

Please read the following instructions regarding the abstract submissions, including the rules and regulations.

Method of submission

Abstracts should be submitted via a single Word document attachment and emailed to schoolmeetingabstracts2017@gmail.com.

You will receive an email reply if the abstract has been received. If you don't receive an email confirming receipt within 48 hours, please resubmit it. If you don't receive a confirmation email your abstract has not been received.

Abstract submission rules:

Rules and regulations for abstract submissions to the School of Paediatrics Meeting 2017.

- 1) The deadline for abstract submission is **21 July at 5pm**. Late submissions will not be accepted.
- 2) The maximum word count for abstracts is **300 words**. This is not including (up to five) references. Please specify which category of abstract you are submitting.
- 3) Case report/audit/research abstracts do not have to be "original", BUT they must be an accurate and true account of clinical events or an accurate and true account of the research process and findings presented.
- 4) For case report/audit/research abstracts please obtain permission to present from the supervising consultant. **Please name this supervising consultant in the abstract.**

5) **No identifiable patient information should be present in the abstracts or the presentations.**

The exception to this would be non-identifiable appropriate images taken by hospital medical illustration departments only, with evidence of informed consent from the patient and/or parents for their use.

- 6) Original submissions will be preferred for submission and presentation.
- 7) Research can be re-submitted having been previously submitted to another meeting, but this must be declared and an alternative angle of inquiry/presentation for this submission is preferred, where possible. However, if the research is thought to be of educational significance by the judges, it can be included in its original form for presentation.
- 8) Evidence of ethical approval and informed consent must be provided wherever requested for any abstract submission.
- 9) The same audit/OOPE/case report/personal experience abstract cannot be submitted on two consecutive years for this meeting, but can be resubmitted the year following that. A piece of research can be submitted to this meeting over two consecutive years if previously unsuccessful.
- 10) Any trainee who has previously been successful and had a presentation of any sort at the Y&H School of Paediatrics Meeting cannot resubmit the same presentation for future Y&H School of Paediatrics Meetings. Once presented in whatever format, the work cannot be presented again from the same academic angle. The exception to this is if there has been progression in the research where an update would be valid and acceptable.
- 11) The abstracts will be judged anonymously but any conflicts of interest must be highlighted by the judges (e.g. if the judge has either been involved in the research or case/audit or has assisted the trainee in submitting case if for example they are their educational supervisor).
- 12) The abstracts will be judged fairly. There will be transparency in the judging process and marking criteria will be available prior to submission.
- 13) Any trainee has the right to challenge the judging process and have their submission re-marked once for clarification.
- 14) Any disagreements that may arise as a consequence of the judging process must be referred to the Judging Advisory Committee (JAC) for discussion. They will have the final decision on the success of a submission, after the re-marking process and consultation with the Head of the School of Paediatrics (Dr Karin Schwarz).
- 15) Written feedback will be provided about all abstract submissions. This is in addition to feedback given to poster and oral presentations.
- 16) If an abstract is accepted for either a poster or oral presentation, at least one of the corresponding authors must register and attend the conference.