A GUIDE TO
WRITING A CONFERENCE ABSTRACT

NHS
Great Ormond Street
Hospital for Children
Learning Academy

Format of the abstract

Abstracts must be submitted electronically via the **Abstract Submission Form**.

Format: There are two presentation formats available for the **European Paediatric Oncology Critical Care (EPOCC) Symposium**:

Oral Presentation: abstracts that are selected for an oral presentation will present their work live during the conference and will be judged by workshop chairs.

Digital Posters: abstracts that are selected for a digital poster will be asked to create a poster that highlights their work. Posters will be judged by a panel on the day.

Guidelines will be sent to accepted authors following initial review.

The abstract should be divided into clear sections, the following are suggestions; background, methods, results, discussion and conclusion. We understand that not all abstracts will fit into these suggested sections so we will accept alternatives.

The presentation of a clearly written, structured abstract will be part of the scoring scheme.

Topic/Track: Your abstract must align to one of the themes for this year's symposium – Paediatric Oncology or Paediatric Critical Care.

The main sections are as follows:

Title: A short and informative title; try to use a single statement rather than hyphenated titles or titles that pose a question. Make the title as accurate as possible and do not be too specific to your locality.

Names: Anybody who contributed significantly to the project should be an author. Authorship should be discussed with all collaborators prior to submission and all authors should approve the abstract prior to submission. All abstracts are anonymised before they are peer reviewed.

The abstract should be divided into the following sections; background, methods, results, discussion and conclusion.

Background: Two or three sentences to set the context of your work and justification for why the project was necessary. The aim should be clearly stated at the end of the background, not in the methods.

Methods: Describe what you did clearly and concisely. Describe the study design (e.g. randomised controlled trial, cross-sectional survey, ethnographic study with participant observation etc). Explain what methods and statistical tests/qualitative analysis you used. There should be a statement about ethical approval, including a reference number, if appropriate. If ethical approval was not required for example for a service evaluation include a sentence to that effect. You may need to spend to sometime editing this section to include the information in as few words as possible.

Results: Write two or three sentences on your main findings.

Discussion: Discuss your findings in two or three sentences. Explain the meaning of your results or say, how they compare with what you expected or how they compare with other people's work.

Conclusion: Give your final conclusion in one sentence. Make sure your conclusion is supported by your findings.

Entrants are asked to note the following:

Submission:

- Submissions are open to nurses, doctors, surgeons, AHPs and all who work in Paediatric Oncology & Paediatric Critical Care.

- It is the lead author's responsibility to ensure their co-authors approve the abstract submission and potential presentation.

- Abstracts must be submitted by 10 September 2023, 5pm BST. Abstracts received after this time will not be accepted for judging.

- Please note that no changes will be accepted after the submission deadline. Please ensure all information is correct and all authors are listed when submitting.

- There are no limitations on the number of abstracts that an individual can submit.

- Abstracts must be submitted in English.

- Abstracts can include work published/presented previously

- By submitting an abstract, the authors confirm that the abstract is their own original work, is not defamatory or unlawful and does not infringe anyone else's rights. Case presentations must observe confidentiality standards

- Entrants are required to disclose any conflict of interest during the application process, and if selected at the start of their oral presentation or in their digital poster presentation.

- Abstracts that are substantially too long or which have required information missing will NOT be accepted.

- Please do not put your name on the abstract itself.

- Abstracts will be entered for both oral presentation and digital poster presentation. If you have a preference to deliver an oral presentation or a digital poster presentation please state this on your application. Please note that preferences cannot always be taken into account.

- All correspondence relating to abstracts will be undertaken by email with the lead/first named author.

Judging:

- Two or three judges with expertise in the abstract themes will assess and judge the competition. To avoid any conflict of interest, a "blind" review process will be used.

- The decision of the judges is final.

- Feedback is not a feature of the competition, and the GLA is regrettably unable to enter into correspondence regarding the decisions of the awarding committee.

- Entrants will be notified by 20 September 2023 whether their abstracts have been accepted for an oral presentation or a digital poster presentation. Guidelines will be sent to oral presenters and digital poster presenters at this stage.

Entrants are asked to note the following:

Presenting authors:

- Those selected, are required to send their digital posters or oral presentation slides to the GLA Events Team by 29 September, 5pm BST. Failure to send your presentation by this date may result in your abstract being withdrawn.

- Please ensure at least one author is registered to attend the EPOCC Symposium on Thursday 5 October virtually; it is the author's responsibility to bear the ticket registration cost. One named author must book their place by 29 September 2023. Failure to register may result in your abstract being withdrawn.

- If the oral presentations are to be recorded, a recording consent form will be sent to presenters ahead of the event (if presenters do not wish to be recorded, this will not prohibit them taking part). Recordings would only be shared with event delegates on the GLA's YouTube channel for a short, agreed period of time.

- Digital Poster Presentations will be available for delegates to view on Thursday 5 October on Zoom. Presentations will not be available to view after this date.

Prizes:

- Prizes will be awarded at the end of the conference on Thursday 5 October. Two prizes will be awarded. The winner of the Best Oral Presentation will be awarded 1 ticket and 1 night's accommodation to attend the 2024 EPOCC Symposium (date, location TBC). The winner of the Best Digital Poster Presentation will receive 1 ticket to attend the 2024 EPOCC Symposium (date, location TBC).

- Winners will be announced on the GLA's website and social media channels.