**Participation Matters: Going for Goals**

**Specialist Section – Children, Young People and Families**

**Conference: Abstract Submission Guidelines**

**Please ensure that you read this form in full before completing the abstracts submission form. Any abstracts that do not adhere to these guidelines will not be accepted.** **The guidance is intended to support your application and the submission of an appropriate abstract to suit your selected topic.**

Submitting an abstract and presenting at RCOT SS - CYPF conference is a great way to share your work and learning whilst enhancing your continuing professional development. We welcome submissions from all clinical specialities relating to Children, Young People and Families that fit with the theme for our conference.

Our conference for 2024 will be held across 2 days at a **face-to-face event in Birmingham at the Rep Theatre** (6 Centenary Square Birmingham B1 2EP) on **Thursday 7th and Friday 8th November 2024!**

The theme for conference on **Friday 8th November is “Participation Matters: Going for Goals".**

We will be exploring the importance of meaningful goal-setting and we will be welcoming abstract submissions between January and March 2024 on topics relating to participation, goals, evidence-based practice, meaning and motivation. The day will open with Iona Novak’s keynote presentation and follow with three streams of presentations, including our service user keynote presentation, posters and debate.

Tell us how you are supporting children, young people and their families to identify and achieve their goals to participate in meaningful occupations.

You may have undertaken research or service evaluations relating to goal setting or participation with children or families.

Perhaps as a university or placement educator you have been delivering unique learning and development opportunities to enhance the experience of future occupational therapy professionals working with children, young people and families.

Students are also encouraged to share insights from their experiential placement learning.

If you are thinking of submitting an abstract, please read through this guidance to support you with preparing your abstract submission.

The presentation formats aim to promote a range of discussion and learning and will be:

* **Oral presentations**
* **Poster presentations**

**Abstract Submission Marking Criteria**

Please ensure you have proofread your abstract, considering structure and style (eg language, grammar, spelling).

Abstracts are blind reviewed by two reviewers using the following criteria:

-        Relevance to occupation

-        Clarity of purpose

-        Robust and critical approach to issue

-        Alignment with evidence-base

-        Innovation

- Ethical considerations eg consent, involving sharing details, use of pictures and protecting identity

**Section 1: Personal Details**

## Authors

Please give the first name, surname and institution name (place of work or location where work was carried out) of main authors associated with abstract; omit degrees, titles or appointments.

Please list the primary author and their contact details first.

Those listed as main authors must be prepared to present the paper in the absence of the primary author.

## RCOT Membership Number

Please provide your RCOT membership number.

**Contact Details**

Please provide the **preferred email addresses for all authors** where all communication can be sent prior to and following the conference **and is accessed daily.**

Please provide telephone contact details that the conference organisers may be able to contact authors during evenings and weekends, in preparation for speaker/poster presentations

As you will be aware the NEC are a voluntary committee and most work is completed outside of working hours, this means it can take us time to respond.

**Section 2: Biography**

## Speaker Biography

Please provide a biography for the principal and second author (maximum of 150 words each). This typically includes your current position, a brief outline of your experience that is relevant to your presentation – this could be publications, qualifications or job roles.

Please provide e-mail address(es) that you are happy to be included with the conference programme/biography

**Speaker Photo**

Please provide a head and shoulders photographs for all authors in .jpg format.

**Section 3: Abstract**

## Title

The title of your abstract should be succinct yet accurately describe its main content. The title is important as it helps delegates to select which sessions they wish to attend.

* Do not use abbreviations.
* Use sentence case (i.e., The first letter of the sentence is capitalised and the rest in lower case, apart from proper nouns and acronyms).
* The title of the chosen abstracts will be published on the conference platform.
* You should adhere to the original title and content of the abstract when presenting.
* The title of your abstract may be edited by the conference organiser to meet conference style requirements.

## Description of Content: (maximum of 300 words)

The main body of abstract must include the following:

**Aim:** What does the work set out to achieve?

**Background:** What is the context of this work? Please demonstrate how your work has taken account of the context for current drivers locally, nationally and/or internationally. Drivers could be professional, educational, financial, political, evidence-base or theoretical.

**Method:** How were issues approached eg how did you measure whether the work made an impact?

**Conclusion:** What are the key messages? Demonstrate the relevance of your work to practice for children, young people and families and/or occupational therapy education. How does this work relate to the theme for conference?

**Learning Outcomes:** (maximum of 50 words)

Authors are invited to submit two learning outcomes relating to their session**.**

The learning outcomes should describe the skills or knowledge that authors believe delegates will attain from attending their presentation.

**These will be included within details of your speaker presentation published on the conference platform**

**The conference organisers may edit this to meet conference style and requirements.**

## Presentation format

All **oral presentations** will be delivered **live** and in person.

All **poster presentations** will be displayed throughout the day in the poster area. Poster presenters will have a timeslot they are expected to be with their poster to allow for questions and discussion.

Please indicate if your submission is for an oral presentation or poster.

## References

References should be submitted in the separate box on the abstract submission form.

A minimum of one and a maximum of five references will be accepted.

References should be complete and correct in the Harvard referencing style. Details can be found on the RCOT website:

<https://www.rcot.co.uk/files/harvard-referencing-rcot-or-cot-publications-referencing-style15-11-18pdf>

## Consent

Your permission for presentations, slides and posters to be shared with CYPF members and conference delegates is a requirement to present at the conference.

# Additional information

## Number of abstracts per author

There is no limit to the number of abstracts that can be submitted by any individual or organisation, but only one abstract per title may be submitted.

The conference organisers reserve the right to limit the number of accepted abstracts from any one source.

**Spell Check and Word Count**

Authors must spell check their submission and adhere strictly to the word count.

## Timings

Timings of sessions will be confirmed upon notification of the outcome of your successful application.

## Poster Awards

Following consideration by the National Executive Committee, there will be an award for best poster chosen from this group and the best poster will be promoted in CYPF E-News.

## CYPF Contact Details

If you have any questions, please contact us at: cypfconference@outlook.com