

Specialist Section – Neurological Practice Annual 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 Specialist Section for Neurological Practice annual 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 the title of the conference: “The art of living through doing; empowering people living with neurological conditions through occupational engagement”. For example abstracts could be related to innovative practice, service development initiatives, clinical research, etc.

We welcome abstract submissions for both **10 minute oral presentations and / or posters**. Please indicate whether you wish to deliver a presentation or a poster when you submit your abstract. Posters will not have a dedicated presentation slot but there is an expectation that you will be available by your posters during breaks.

The closing date for abstract submissions is 30th June 2024.

Abstract Submission Marking Criteria

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

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

- Relevance to occupation & the title of the conference
- Clarity of purpose
- Robust and critical approach to issue
- Alignment with evidence-base
- Innovation
- Ethical considerations e.g. 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.

Contact Details

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

Section 2: 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.

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-based or theoretical.

Method: How were issues approached e.g. how did you measure whether the work made an impact?

Conclusion: What are the key messages? How does this work relate to the theme for conference?

Presentation format

All **oral presentations** shall be delivered live via PowerPoint with 8 minutes for the presentation and 2 minutes for questions.

Poster format

If accepted, all posters should use the following guidelines:

- All posters should be portrait, not landscape.
- Poster boards will take up to size A0 and we would advise that you use this as guideline size for printing.
- Include the Abstract Title at the top of your poster.
- Ensure that any text on your poster is clear, legible and can be read from a reasonable distance (Approx 5ft away)
- Please include/reference the artist/producer on any photographs, diagrams or images. It is illegal to copy images or photos from the web and reproduce them on your poster without permission. If using your own images, this should be acknowledged, and you should state that you have consent to share them as appropriate or relevant.

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>

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.

Spell Check and Word Count

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

RCOT Specialist Section Neurological Practice Contact Details

If you have any questions and to send your abstract submission, please email:

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