RCSLT Conference 2021: Abstract submission guidelines

GENERAL GUIDELINES

Abstracts have two principal uses:
- **represent the means by which the work is assessed for formal presentation at the conference;**
- **if published, will comprise an important part of the public record of the profession's scientific and clinical activities.**

There are three submission categories:
- **Research** (speech and language therapy research contributing new knowledge)
- **Quality improvement*/audit/service evaluation** (*this refers to projects using formal quality improvement methodology e.g. Six Sigma, Lean thinking, Model for Improvement, Plan Do Study Act cycles)
- **Brag and steal** (showcasing how evidence is being applied in practice)

Abstracts should support the RCSLT Conference 2021 themes:

- **Innovation** - through careful evaluation to meet the challenges we face, including COVID-19
- **Diversity** - within the profession, the areas in which we practice and the populations we serve
- **Resilience** – caring for the health and wellbeing of the profession
- **New evidence** – the latest and best in speech and language therapy research
- **Quality** – improving the quality of clinical practice
- **Workforce innovation** – from student placements to consultants and everything in between
- **Co-production** – putting our service users at the heart of clinical services and research
- **Collaboration and integration** – working together and adding value through speech therapy
- **Leadership** – across the profession and at all levels

Those interested in presenting at the conference are invited to submit abstracts for one or more of the following:

1. Oral presentations
These will be a showcase for research, quality improvement/audit/service evaluation, and brag and steal submissions. The number of presentations will be limited by the number of sessions available. All presentations must describe original work to which all the authors listed have made a significant contribution. Submissions with pending results *will not* be accepted.

2. Poster presentations
Poster presentations are recommended for submissions that have not been developed to the completeness required for oral presentation. There will be prominent communications about viewing posters during the last two weeks of September, and presenters may have the opportunity to interact with delegates via the Conference software. We are particularly interested in hosting poster presentations of research conducted by students (pre- and post- registration) and teams of speech and language therapists. Submissions with pending results *will* be accepted.

Abstracts of all accepted presentations may be published as part of RCSLT Conference resources; abstracts may be edited prior to publication.

GUIDELINES FOR SUBMISSION OF ABSTRACTS

- Selection of abstracts is competitive, so please adhere to the guidelines below when preparing your 500 word abstracts for submission. Failure to do so may result in the abstract being rejected.
- The abstract is the only means by which a proposed paper or poster is assessed, and should be complete in itself
- The abstract should be written in plain English, as there may be lay reviewers on the panel, and lay delegates at the Conference.

Research
Within the word limitation abstracts should include:

- a brief introduction or rationale
- aim(s) of the study
- an outline of methods used
- a summary of main results
- conclusions
- contribution to new knowledge
- implications for practice and/or policy service-user engagement and/or involvement in the study

The abstract must not exceed 500 words.

Quality improvement/audit/service evaluation
Within the word limitation abstracts should include:

- a brief introduction or rationale
- aim(s) of the project
- an outline of methods used
- a summary of main results
- conclusions
- implications for practice and/or policy
- if you have worked collaboratively with service users in your project (if so, how?)

The abstract must not exceed 500 words.

Brag and steal: evidence into practice
Within the word limitation abstracts should include:

- a brief introduction or rationale
- aim(s)
- outline of evidence used and how it was implemented
- summary of main outcomes
- conclusion
- implications and future directions
- if you have worked collaboratively with service users in your project (if so, how?)

The abstract must not exceed 500 words.

All submissions must be sent electronically. **Please submit your abstracts to https://rcslt2021.exordo.com by 17 May 2021.**

- To create an account please enter your email address; Ex Ordo will prompt you to create login details, which will allow you to create, save and edit your submission(s) until 17 May 2021.
- Please note that due to known security flaws, Ex Ordo do not support Internet Explorer 9 or 10. This means if you use either of these browsers, you won't be able to access Ex Ordo. Please upgrade your browser to Internet Explorer 11, or use an alternative browser e.g. Chrome, Safari, Firefox etc.

Please pay particular attention to the format given below. The online abstract submission form must be fully completed

All submissions should include the following information:
- **FORMAT:** verbal presentation/poster/no preference
- **TITLE AND ABSTRACT**:
    o **Title** of your paper (no word limit)
    o **Abstract** (500 word limit): please ensure that this follows the guidelines above
    o **Three key learning outcomes** (no word limit): please indicate a maximum of three learning outcomes for your submission
    o **Brief outline of your submission** (50 word limit): If your submission is accepted, this outline would appear as part of a presentation/poster programme along with the submission's title and authors
    o **Three key words** to describe your submission (3 word limit)
    o **References** (no word limit): Quoted references of the papers cited in the abstract should be listed and the APA reference style should be followed.
- **AUTHORS:** details of all authors associated with your submission.
    o **Corresponding author**: please indicate which one author should receive correspondence about your abstract submission.
    o **Presenting author**: please indicate all of the authors who will be attending the RCSLT Conference 2021 to present your work if your abstract is selected
    o **Collaborating author**: please include MDT colleagues or service users who have contributed to the submission and who will co-present your work if your abstract is selected. We welcome co-presenting with non-SLT colleagues and/or service users.
- **TOPICS:** select the clinical topic that most closely applies to your submission. Please note that you will be limited to a maximum of one selection.
- **ABOUT YOUR SUBMISSION:**
    o Select the category your submission relates to:
        ▪ **Research** (speech and language therapy research contributing new knowledge)
        ▪ **Quality improvement*/audit/service evaluation** (*this refers to projects using formal quality improvement methodology e.g. Six Sigma, Lean thinking, Model for Improvement, Plan Do Study Act cycles)
        ▪ **Brag and Steal** (showcasing how evidence is being applied in practice)
    o Tick the conference theme(s) that your submission relates to:
        ▪ **Innovation** - through careful evaluation to meet the challenges we face, including COVID-19
        ▪ **Diversity** - within the profession, the areas in which we practice and the populations we serve
        ▪ **Resilience** – caring for the health and wellbeing of the profession
        ▪ **New evidence** – the latest and best in speech and language therapy research
        ▪ **Quality** – improving the quality of clinical practice
        ▪ **Workforce innovation** – from student placements to consultants and everything in between
        ▪ **Co-production** – putting our service users at the heart of clinical services and research
        ▪ **Collaboration and integration** – working together and adding value through speech therapy
        ▪ **Leadership** – across the profession and at all levels
- **ADDITIONAL INFORMATION:**
        ▪ **Meeting the needs of diverse populations:** does your project address this? How? (50 word limit)

- **Note any possible conflicting interests,** and if the work detailed in your abstract is due to be presented elsewhere before 5 October 2021. Please let us know how you heard about the call for papers.
- **CONFIRMATION:** confirm the statements listed to finalise your submission

If you have any queries, please contact Kaleigh Maietta, events and engagement manager, via email: conference.paper@rcslt.org or telephone: 07514 631300

- Abstracts may address any issue relating to speech, language, communication and/or swallowing
- The abstract should not be more than 500 words in length
- The abstract should be submitted online via https://rcslt2021.exordo.com by 17 May 2021

ASSESSMENT OF SUBMISSIONS

A panel of assessors will judge submitted abstracts on the following criteria:

Research
- Aim/objective clearly formulated and stated
- Originality/innovation
- Quality of methods (including service-user engagement and/or involvement)
- Quality of data analysis
- Conclusion reflecting data and includes limitations
- If your research is meeting the needs of diverse populations where relevant
- Contribution to new knowledge
- Impact – practice and/or policy
- Importance and relevance
- Overall clarity, including learning outcomes

Quality improvement/audit/service evaluation
- Aim/objective clearly formulated and stated
- Originality/innovation
- Quality of methods
- Quality of data analysis
- Conclusion reflecting data and includes limitations
- How your project is meeting the needs of diverse populations where relevant
- Impact – practice and/or policy
- Importance and relevance
- Overall clarity, including learning outcomes

Brag and steal
- Aim/objective clearly formulated and stated
- Originality/innovation/impact
- Quality of methods
- New or important area of practice
- How your project is meeting the needs of diverse populations
- Strong likelihood that the results will be of interest to the audience, and change/inform clinical practice or new research

Please note that allocation of presentation slots throughout the meeting will be determined by the conference organisers and once allocated cannot be altered. We cannot accept individual requests for specific timings due to scheduling complexities.

We look forward to receiving your abstract.