Call for Oral Presentations & Poster Abstracts

The Society for Acute Medicine
Spring Conference

Submit between
8 December 2014 – 8 March 2015
www.acutemedicine.org.uk
The Conference is aimed at a multi professional audience and is targeted at those working in an acute hospital setting, both managerial and clinical. It will provide an excellent platform for multi profession discussion and debate as well as an opportunity to share, discuss, learn and hear about the different developments within Acute Medicine.

Call for Abstracts
We are inviting authors to submit an abstract for oral or poster presentation. Entries will be shortlisted and the best abstracts will be offered an oral presentation with a parallel session on Friday 8th May. In addition, a further 80 authors will be invited to display a poster at the conference. As at previous conferences, the poster exhibition will run throughout the meeting. Abstracts should be submitted online at:

www.acutemedicine.org.uk
8 December - 8 March

Word Count
The body of the abstract should be no longer than 300 words. A further 100 words is allowed for references and title.
In addition, you may include up to 2 diagrams or tables to illustrate the work further. These can be in any format up to 200kb in size. Abstracts which exceed the maximum length will be judged based on the first 300 words.
You will be required to submit the following information as part of your submission:

AIM
Highlight why the project was undertaken and what the goals of the work included. This section should include a clear question or objective of the work undertaken.

METHODS
What methods were used to achieve this?

OUTCOMES/RESULTS
What was achieved? How were the achievements measured or tracked?

CONCLUSION
What do the above results mean for the service and patients? Remember that the conclusion should reflect your stated aims and objective & results of study.

Poster Categories
Service Organisation & Design
Audit & Quality improvement
Research
Education
Case Reports

Who Can Submit a Poster?
Any health professional can submit an abstract related to Acute Medicine. We welcome submissions from all members of the multi professional team.
Please ensure that your submission is linked to one of the categories listed above.

Submission Guidelines
The subject of the abstract should be of relevance to an acute medical audience. All abstracts should be original work. We encourage abstracts which highlight creative and innovative solutions to improve the quality and delivery of acute care.

Case Reports
Case Reports do not need to follow the format for scientific abstracts. A good case report will provide a succinct summary of the case and a brief review of the topic. As long as this guidance is followed, authors are free to choose the formatting of a case report.

Note
One author for each poster will be required to register to attend for the meeting and pay the appropriate delegate fee.

Please do not submit an abstract if you are unable or unwilling to attend the meeting
Tips for Submitting your Abstract

- Abstracts must not exceed **300 words**, excluding title, author, references or contact details and must be in English. Abstracts which exceed this length will be judged on the first 300 words.

- References are **not** included in the word count and should follow Vancouver Convention: name, title, publication, year, chapter, page number/s. (Maximum of 5 references)

- **Audits** will usually only be accepted if the audit cycle has been completed following implementation of change.

- A good abstract for a **Service Organisation & Design** must evaluate the service change with before and after data or compare the change compared to published data from other centres. A service development that only describes the service with outcome data alone will not score highly. There must be valid data to show that the service development either worked or did not work.

- Only a small number of **Case Reports** can be included in the poster display – therefore only cases of exceptional interest to an Acute Medicine audience will usually be accepted.

- Any pictures of patients, including scans and pathological samples, should have the patient’s permission for presentation. Forms are on the website.

- Clinical research abstracts should include an indication that ethics committee approval was provided, where appropriate.

If Your Abstract is Selected

All abstracts will be scored online. Authors will be notified after **23 March** if their abstract has been shortlisted. You will be able to view your score and any feedback from the adjudicators by logging into the abstract system using your original login at: 

[www.acutemedicine.org.uk](http://www.acutemedicine.org.uk)

Individuals and organisations who are shortlisted will be invited to either give an oral presentation as part of the oral presentation session or to display an A0 (portrait) or A1 (landscape or portrait) size poster at the event.

Submit your abstract online between **8 December – 8 March**

Feedback available online from **23 March**

By Submitting an abstract you are giving the Society of Acute Medicine permission to publish the content on its website and in other ways considered appropriate. Abstracts of oral presentations **may** be considered for publication in a future edition of the Acute Medical Journal. The definitive decision will be made following the presentation and is dependent on the overall quality. All materials will be credited to the author/s.

The decision of the adjudicators is final and no correspondence will be entered into.

**Please ensure you have obtained patient consent if appropriate. Patient consent forms can be found on the website.
STEP 1
Go to the Abstract Submission Page from www.acutemedicine.org
- If you have previously submitted an abstract to a SAM Conference, log in with your email address and password
- If this is your first submission, click ‘Create Your Account Here’

STEP 2
Input Your Submitter Details
- Enter the submitter details. If this is your first SAM submission, create a new password that you will use to access the system.
- If you have submitted previously check your details are up to date.

STEP 3
Select Your Category
- Select the category you are submitting your abstract to and click ‘Add’

STEP 4
Submission Details
- Insert your abstract title, type of presentation preferred: oral/poster and author details
- Please note co-authors are not mandatory fields. Leave these blank if not applicable
STEP 5
Enter Your Abstract Text
- Enter your abstract text. There is a maximum limit of **300 words** (A further 100 words is allowed for references)
- Enter the content in sections following the headings on each text box
- If you are entering a Case Report go to the text box headed ‘Case Report’
- Please note that text pasted in from other applications (e.g. Word) may lose some formatting.
- Once you have inputted the content upload any supporting files at the end
- PLEASE NOTE you should not upload your abstract text here, this is for supporting files only.

STEP 6
Preview Your Abstract
- This page will show a preview of your abstract. To make any changes click the ‘Back’ button
- At this stage your abstract is now saved in the system. Click ‘Submit’ to complete your submission. You can still log in to the system and make amendments up until midnight on the **8 March**.
- If you do not click submit at this time your abstract will still be saved as incomplete and you can log back in to complete your submission.

STEP 7
Confirmation of Abstract Submission
- You will receive a confirmation email when you have successfully submitted. If you do not receive this email please contact:
  
  samconferences@eventage.co.uk

SCORING
Abstracts will be scored by two referees with an overall arbitrator assigned to each of the categories, using the following scoring system:

- **Scientific Rigour**: Is there a clear question/purpose to the abstract? Are the subjects clearly defined, e.g. patient types and are the methods & presentation thorough and systematic? Do the results and/or conclusion accurately reflect the evidence and draw appropriate conclusions?
- Is there a clear **Learning Point** for Delegates? Is the abstract content especially relevant and interesting and may bring new thoughts and ideas to Acute Medicine?
- Is the abstract **well written**?
- **Case Reports**: a good Case Report should contain a learning point that will either change or challenge clinical practice. Being rare is not a qualifying criterion in itself.