THE SOCIETY FOR ACUTE MEDICINE
SPRING MEETING: SAMSTERDAM

1-2 May 2014
Novotel, Amsterdam

CALL FOR ORAL PRESENTATIONS
AND POSTER ABSTRACTS
Submissions are invited from all professionals working in acute medicine

Submit your Abstract for Oral Presentation or Poster Display between December 12 and March 4 at: www.eventsforce.net/samsterdam2014

For more information contact:
0141 639 8123
Email Christine.lawson@eventage.co.uk
SAMsterDAM

The 2014 Spring Meeting of the Society for Acute Medicine is being held on the 1-2 May 2014 at the Novotel, Amsterdam.

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 6-8 abstracts will be selected for inclusion within the oral presentation session on the morning of 2nd May; 70 poster authors will be invited to display a poster at the conference. As in previous years, the poster exhibition will run throughout the meeting. Abstracts should be submitted online at www.eventsforce.net/samsterdam2014 between December 12 & March 4.

One author for each poster will be required to register to attend for the meeting paying the delegate fee listed on the SAM website; please do not submit an abstract if you are unable or unwilling to attend the meeting.

POSTER CATEGORIES

The 2014 poster categories are as follows:

- Service Organisation & Design
- Audit and 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 multidisciplinary 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.

Abstracts should be no longer than 250 words, excluding references. In addition, you may include up to 2 diagrams/tables to illustrate the work further. Please provide these in a jpeg or gif format. They can be up to 200kb in size. Abstracts which exceed the maximum length will be judged based on the first 250 words.
You will be required to submit the following information as part of your submission:

**AIM**
Briefly highlight why the project was undertaken and what the goals of the work included.

**METHODS**
What methods were used to achieve the aims?

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

**CONCLUSION**
What do the above results mean for the service and patients?

**TIPS FOR SUBMITTING YOUR ABSTRACT**
- Abstracts must not exceed **250 words**, excluding title, author, references or contact details and must be typed in English.
- Abstracts which exceed this length will be judged on the first 250 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
- 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
- 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 March 22\(^{nd}\) 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.eventsforce.net/samsterdam2014](http://www.eventsforce.net/samsterdam2014).

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. **One author must register to attend the Meeting.**

By submitting an abstract, you are giving the Society of Acute Medicine permission to publish on its website and in other ways considered appropriate. Abstracts of oral presentations and highly commended posters may be considered for publication in a future edition of the Acute Medicine journal. All materials will be credited to the author/s. The decision of the adjudicators is final & no correspondence will be entered into. Please ensure you have obtained patient consent if appropriate.

**KEY DATES**
December 12 – March 4: Submit your abstract online at [www.eventsforce.net/samsterdam2014](http://www.eventsforce.net/samsterdam2014)

From March 22: Feedback available from abstract adjudicators online
STEP BY STEP GUIDE TO ONLINE SUBMISSION

Poster abstracts should be submitted online by visiting www.eventsforce.net/samsterdam2014 then following the Abstract Submission links.

1. **SIGN UP PAGE**
   Enter the Submitter Details. Create a new password that you will use to access the system.

2. **Select which category you are submitting your abstract to:**

3. **Abstract Submission page 1 of 3**
   Insert your Abstract Title, Type of presentation preferred (oral/poster/either) and Author details. Please note Co-Authors are not mandatory fields so please leave these blank if not applicable.

   Upload any supporting files, e.g. tables/diagrams. These must be in jpeg or gif file format only.

   **PLEASE NOTE** you should **not** upload your abstract text here, this is for supporting files only.
4. **Abstract Submission page 2 of 3**
Enter your Abstract text. **There is a maximum limit of 250 words.** Please ensure you use the headings below and follow this format:

**AIM**
Briefly highlight why the project was undertaken and what the goals of the work included.

**METHODS**
What methods were used to achieve the aims?

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

**CONCLUSION**
What do the above results mean for the service and patients?

**Please note** that texts pasted in from other applications (e.g. Word) will lose most of their formatting. It is best practice to paste plain, unformatted text and use the editor on screen to format it.

5. **Abstract Submission Page 3 of 3**
Preview your abstract and make any changes (by clicking “Back”) before you click on **SUBMIT.**
6. Confirmation Page
You will receive a confirmation email when you have successfully submitted your abstract. **If you do not receive this email please log back in to www.eventsforce.net/samsterdam2014 and try again.**

SCORING
Abstracts will be scored by two referees, using the following scoring system.

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If you have any problems submitting your abstract please contact 0141 639 8123