

## Call for abstracts

Physiotherapy UK 2017 will take place in Birmingham on 10-11 November 2017

The Chartered Society of Physiotherapy is inviting abstract submissions for platform and poster presentations.

**Submission deadline: 23:59 GMT on 21 April 2017**

### Submission guidelines

Please read this information carefully before proceeding to the online submission form.

All submissions must be made online via the conference website <http://www.physiotherapyuk.org.uk/>. Submissions by email will not be accepted.

Timetable:

1 February 2017	Submission opens
23:59 GMT 21 April 2017	Submission deadline
w/c 3 July 2017	Notification of outcome

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## Categories of abstract

Abstracts are invited in the following categories:

### Research reports

Research reports are presentations of original scientific data (qualitative and quantitative) collected and analysed by the authors. Submissions with pending results will not be accepted.

### Special interest reports

Special interest reports are presentations of new or unique services, programmes or theories and descriptions of innovative ways in which established methods have been adapted to meet the needs of physiotherapy practice, management, education or policy.

Reports concerned with the organisation, management or evaluation of physiotherapy (or wider) services, education, research development and service delivery are considered in this category; for example, clinical audit or evaluation of an activity, process, service or event. This category also includes systematic reviews.

Research reports and special interest reports are evaluated using the same criteria (see appendix 1).

Further details on how to categorise reports (whether relating to research, service evaluation, clinical audit, etc.) can be found here:

<http://www.hra.nhs.uk/documents/2016/06/defining-research.pdf>

## Presentation format

Selected abstracts (whether research or special interest reports) may be presented in one of the formats outlined below. Full guidance on all presentation formats will accompany the results of the abstract selection process.

### Platform presentations

Platform presentations are spoken accounts accompanied by visual information in the form of PowerPoint slides and followed by a period of discussion.

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At Physiotherapy UK 2017, there will be two types of platform presentation:

- **Traditional**

A platform presentation of less than 15 minutes in addition to allocated time for a question and answer session.

- **Rapid 5**

A short platform presentation with 5 slides covering key points, accompanied by a poster. This is followed by poster viewing and discussion at viewing points around the presentation room. Finally, a moderated discussion is held at the end, drawing all presenters back together.

### **Poster presentations**

Posters are reports summarising information using brief written statements and graphic materials (e.g. graphs, charts, figures and photographs).

Posters accepted for display must be produced according to the CSP guidance issued to the successful authors. It is not possible to display posters that do not adhere to the guidelines.

Posters will be on display during exhibition hours. There will be an opportunity for presenters to discuss their poster with delegates, with presenters assigned a specific time to be at their poster. In addition, activities will be organised to promote posters and to encourage delegates to visit the poster display area.

### **Attendance**

Attendance at Physiotherapy UK is a requirement for an abstract being either delivered as a platform presentation or displayed as a poster.

Bookings should be made through the conference website:

<http://www.physiotherapyuk.org.uk/>.

### **Selection process**

Submitted abstracts are considered via a blind peer-review process. Each abstract will be reviewed by three reviewers. Selection criteria are used to review and score all submissions. The abstract review group will moderate any abstracts that receive scores with a large variance.

See appendix 1 for full selection and scoring criteria.

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## Conference themes

This world-class event aims to bring together physiotherapy practitioners, educators, managers and researchers to showcase advances in physiotherapy and responses to changing population, patient and service delivery needs.

The comprehensive programme offers physiotherapy practitioners from a wide range of backgrounds a collaborative learning opportunity to: hear about advances in physiotherapy, engage in discussions, and share knowledge and expertise in the pursuit of demonstrating the value and impact of physiotherapy.

**Physiotherapy UK 2017 - Your profession, your CPD: Transform, empower, influence** - will be structured around four themes. Your abstract must be relevant to at least one of the themes and you will be asked to indicate this in your submission.

- **Evidence matters**

Analyse evidence that matters as we investigate world-leading research in physiotherapy practice. We will be championing evidence-based practice, and exploring ways in which we can all get involved in research.

- **LEAD: Leadership Exploration, Advocacy & Development**

Do you think you can LEAD? This theme will help you understand what leadership looks like in practice, and how together we can strengthen our leadership capacity across health services. Examples of different types of leadership and clinical excellence across all sectors will be highlighted.

- **Our Digital Movement**

Connect with the digital Physiotherapy movement, as we explore the evolution of technology in health and healthcare services. This theme embraces the digital revolution taking place now, and identifies innovative approaches for the future.

- **Your service, your improvement**

Get service improvement into motion! Service improvement is everybody's business, regardless of grade, experience, and sector. We will explore different approaches to service improvement, with examples to inspire you to try out in your workplace.

## Submission guidelines

Each submission must be made electronically via the Physiotherapy UK 2017 website: <http://www.physiotherapyuk.org.uk/>

All subsequent correspondence regarding the abstract will be with the person who submits the abstract online. The presenting author must be named in the abstract but does not have to be the first named author.

The online submission form provides restricted space for data entry. Word count limits are indicated below.

Please take time to check your submission carefully to make sure that your text is submitted as intended. Having entered your abstract online, you will be able to amend it up to the submission **deadline of 21 April 2017 (23:59).**

**Abstracts received after the deadline will not be accepted.**

### Submissions must include the following:

- a) Title of abstract [maximum 20 words]
- b) Names of presenter and co-authors
- c) Contact details of all authors to include:
  - i. full name, organisation/institution, city and country, as you would wish it to appear in the programme
  - ii. e-mail, work telephone, mailing address for the submitter
- d) Relevance to conference theme(s) [Completed via drop-down list]
- e) Brief biography of presenting author [150 words]
- f) Information concerning any presentations or publications of the work made prior to conference (see General information, point 13) [maximum 50 words]

### g) Ethical review

If you are undertaking research in health and social care, independent ethical review is a legal requirement. We expect each author to have abided by the requirements of their country/organisation. UK guidance can be found via the Health Research Authority:

<http://www.hra.nhs.uk/research-community/before-you-apply/determine-whether-your-study-is-research/>

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Please name the ethics committee that approved your work; if ethical review was not required, please state this and how you have upheld the ethical principles in your work (maximum 500 words) as outlined here by Professor Julius Sim (2015): <http://www.physiotherapyuk.org.uk/>

h) The completed abstract [maximum 500 words covering items shown below; references not required]. Abstracts will be included in the conference proceedings and must be structured using the following headings:

Heading	Notes
Title	
Author(s)	
Purpose	<p>Research reports: What was the major reason for undertaking the project?</p> <p>Special interest reports: What is the main reason for sharing your activity via a special interest report?</p> <p>Any secondary objectives?</p>
Methods	What principles, methods / methodological approaches, materials did you use?
Results	What were your main findings from your analysis?
Conclusion(s)	What have you concluded from the study? What are your suggestions for future work?
Implications	What are the implications of the project? How will the results be translated into physiotherapy practice / management / education / policy?
Three key words	Up to three words that describe your work and reflect at least one of the programme themes.
Funding acknowledgements	Please acknowledge all funding sources that supported your work. If the work was unfunded, please state this.

**No images, tables or graphs are permitted.  
References are not required**

## General information

1. Abstracts, presentations and posters must be submitted in English.
2. An abstract must be submitted for each proposed presentation.
3. The maximum word limit for each abstract is 500 words.
4. An abstract should be in line with at least one of the conference themes.
5. It is the author's responsibility to submit a correct abstract. Any errors in spelling, grammar or scientific fact will be reproduced as typed by the author.
6. Each prospective presenter may submit and present a maximum of three abstracts. An individual may be named on other abstracts as a co-author, but only as presenting author on up to three.
7. Only one presenting author per paper is permitted. Only one author may present the abstract, if selected.
8. The presenting author must register to attend the conference and be available at the allocated presentation time.
9. If no author is available to present a selected abstract, it will be withdrawn from the programme.
10. Any changes to the presenting author must be made through the abstract submission page. Changes will be incorporated into the final programme if there is sufficient time, but thereafter no further changes will be reflected in the programme.
11. Notification of outcome of the abstract review process will be sent to the submitter. Only the person who submits the abstract online will receive email communication about the abstract. She/he is responsible for informing all co-authors about the outcome of the abstract's submission.
12. All presentations must describe original work to which all the authors listed have made a significant contribution. Any reference to personal experience should be clearly labelled as such.
13. If the section on ethical practice is not completed, the abstract will not be considered.
14. All abstracts and presentations must adhere to the use of "people-first" language. A person must not be referred to by disability or condition, and terms that could be considered biased or discriminatory in any way should not be used (e.g. use "person with a stroke" instead of "stroke patients").

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15. Any source of funding or support for the work being presented needs to be acknowledged.
16. Each abstract submission must indicate if the material has been or will be published or presented at another national or international meeting prior to Physiotherapy UK 2017. Abstracts for previously published or presented work will be considered only if they are unlikely to have reached the UK physiotherapy audience and if the authors take responsibility for providing any copyright clearance needed for inclusion in the event proceedings or other Physiotherapy UK 2017 publications.
17. The scheduling of all presentations will be determined by the CSP theme leads to ensure best fit with the overall event programme. Any requests for specific dates and times cannot be considered. Similar abstracts in related topic areas will be grouped together for platform presentation/rapid five and poster display. The final decision as to which theme the submitted and selected abstracts are allocated is at the discretion of the CSP theme leads.
18. All submitted abstracts will be anonymised and peer reviewed without knowledge of the identity of the author(s). The abstract submission tool ensures that the authors of an abstract cannot be identified during the review process.
19. Selection of abstracts will be based on how they are scored through the review process against the published criteria (see appendix 1).
20. Contributors should not use these sessions for marketing opportunities for new products, equipment or organisations, nor use the presentation time to speak badly of competitors' products.
21. Presenters are requested to disclose actual or potential conflicts of interest regarding their presentation in the first slide. This will allow the audience to take potential conflicts of interest into account when assessing the objectivity of the presentation.
22. Accepted abstracts will be published in the conference proceedings. The author(s) for each abstract included in the Physiotherapy UK 2017 programme transfers copyright to the CSP to publish their abstract electronically and in other formats. The CSP does not assume any liability or responsibility for publication of any submitted abstracts. The author(s) are able to pursue freely additional publishing outputs, such as articles in peer reviewed or professional journals or via other media outputs. The CSP gives permission for the abstract to be included in such publications.

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23. The author(s) retain the right, after presentation at Physiotherapy UK 2017, to include the work in articles, books, or derivative works that he/she authors or edits provided said use does not imply the endorsement of the CSP.
24. All presentations during Physiotherapy UK 2017 must include the same content and follow the same outline as that described in the submitted and accepted abstract. No exceptions will be made.
25. All decisions of the CSP are final. This includes the format for which an abstract is accepted (platform presentation, rapid five or poster) and the allocation to a conference theme.
26. Honoraria, fees or payment of expenses will not be provided by the CSP for authors to present a selected abstract at Physiotherapy UK 2017.

## **Consent, permissions and copyright**

In submitting an abstract you must confirm that:

- you accept responsibility for the accuracy of the submitted abstract and understand that the content cannot be modified or corrected after the submission deadline and that it will be published exactly as submitted
- all co-authors are aware of and agree to the content of the abstract and support the data presented
- the submitter accepts responsibility as the contact person for all correspondence about the abstract and to share information with all authors about its status
- you have secured any copyright/permissions clearance required relating to any previous presentations, equipment or other material for inclusion in Physiotherapy UK 2017, its proceedings or other conference publications
- for all studies involving human participants or animal subjects, permission has been obtained from the relevant regulatory authority and informed consent given where appropriate
- anyone who is identifiable in the abstract and presentation has given their consent to be included

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- the work is original, except for extracts from copyrighted works used with permission from the copyright holders, and that it does not infringe upon any copyright, proprietary, or personal right of any third party
- you have identified any potential conflicts of interest e.g. financial interest in products or processes described in the abstract, stock ownership, membership on an advisory board or board of directors, or other substantive relationships

On behalf of all authors the submitter will confirm:

- release of the copyright to the CSP to publish the abstract electronically and in other formats (e.g. conference website, programme, print materials)
- consent to have authors' names, affiliation and biographical material used in connection with the publication of your work

When completing the online submission process the submitter will be asked to confirm that the presenting author has read and understood the general information and the requirements they are expected to fulfil.

## **Acknowledgments**

With grateful thanks to Professor Julius Sims, WCPT, ER-WCPT and the Council for Allied Health Professions Research for their contributions to the development of these guidelines.

Appendix 1 – Scoring Criteria

## Appendix 1: Scoring Criteria

Each criterion is scored out of a possible 3. The table below gives descriptions of the scoring system against each criterion

<b>Criteria</b>	<b>Score 3:</b>	<b>Score 2:</b>	<b>Score 1:</b>	<b>Score 0:</b>
<b>Do the aims and objectives make the purpose clear?</b>	The abstract describes clear aims and objectives that are appropriate to the topic/research question	Aims and objectives adequately explain purpose	Purpose is poorly explained	Purpose cannot be understood
<b>Do the methods/analysis/approach enable the questions to be answered?</b>	The abstract's methods/analysis/approach are clearly explained, rigorous and appropriate to the topic/research question	Approach/analysis/methods adequately explained and justifiable	Poor justification for approach/analysis/methods used	Little or no justification for the approach /analysis/methods used
<b>Have the data/findings been</b>	Data/findings are presented and interpreted with clarity	Data/findings presented adequately	Data/findings briefly presented but lack adequate detail	Data/findings insufficiently clear or misinterpreted

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<b>interpreted appropriately?</b>				
<b>Are the discussion and conclusions consistent with the data/findings?</b>	Findings of research/activity are discussed well, with clarity about strengths & weaknesses and messages/questions for discussion/further work clearly articulated	Findings of research/activity discussed with some interpretation and inference of further work	Poor explanation of findings of research/activity with poor inference of further questions/work	Findings of research/activity not explained