

UKCRF NETWORK

UK Clinical Research Facilities 15th Annual Conference, Nottingham
Curing the “incurable”. Interdisciplinary approaches to research



27 and 28 June 2019

Invitation to submit abstracts

Abstracts for parallel sessions and poster presentations are now invited for the 15th Annual Conference of the UK Clinical Research Facilities.

The Conference is an excellent opportunity to showcase your expertise and knowledge in a specific field. We are looking for submissions that demonstrate the contribution your facility is making to the development of new knowledge through the delivery of high quality clinical research.

The conference organising committee plans to select one abstract, of outstanding quality, for oral presentation within a plenary session; when submitting your abstract please indicate if you would be happy for your abstract to be considered for presentation.

For all submissions

Please complete and return the attached proforma with your submission.

Categories

- 1. Clinical research practice:** contributions from clinical research staff which have led to the identification and application of new or innovative ideas to improve awareness, knowledge, skills and standards within a clinical research setting.
- 2. Organisation or administration:** this could be an example of the implementation of operational procedures and systems to improve the functionality, delivery and management of clinical research.
- 3. Education or knowledge sharing:** an opportunity to demonstrate the impact of education in the delivery of high class research; how this has been evaluated and rolled out within an individual CRF and/or across CRFs nationally using novel and innovative methods of dissemination.
- 4. Clinical/medical science:** a key scientific output from research conducted in and supported by a CRF or the presentation of a recent study. Focussing on the importance of the area of research, potential impact, role of the CRF, use of new methodologies and new contributions to knowledge/treatments.
- 5. Innovative approaches to Patient and Public Involvement/Engagement:** demonstrate how your facility has engaged in novel PPI/PPE events and initiatives to raise general awareness and understanding of clinical research activity; engaging patients in research design and delivery; increasing awareness of and access to trials; demonstrating the benefits of involving patients and public in the research process.

Guidelines for submission

Definition: an abstract is a stand-alone piece of work, which provides a succinct description of your research project, and one that is able to be read independently (Hickson, 2008).

Abstracts will only be considered for the conference programme if they meet the following criteria:

- The content highlights the role of the clinical research facility in delivering clinical research and/or provides new insights that impact the future of healthcare in line with the conference theme *“Curing the Incurable: interdisciplinary approaches in research”*
- The title is concise and clearly defines the content of the abstract
- The information presented is succinct, focusing on the subject area. It should follow the format outlined below
- The focus is on innovation or developments of existing systems and/or implementation of new systems. It should demonstrate improvements in knowledge and skills, and/or processes to manage study delivery
- The timeframe is current. Submissions should reflect new activity or demonstrate significant improvements since 2017; improvements should be specific and quantified
- All submissions should acknowledge the expertise used and benefits gained from conducting the research/scientific study in the clinical research facility

Formatting guidelines

Abstracts should be no more than **250 words** (excluding title) and should be formatted as follows:

Title: *Set the scene by telling the reader what the abstract is about*

Authors: *All contributing authors, surname, initials.*

*Please note this information needs **to remain consistent** as your abstract and authors will appear in the conference programme and associated promotions.*

Affiliations: *CRF (or relevant facility) and institution represented*

Aim/Purpose: *Why did you do it? What were you investigating? Why is it important?*

Methodology: *A brief description on what was done and how you did it – the design and what was included*

Contribution of CRF: *A brief description of the contribution the CRF made and the benefit of this*

Results and conclusions: *What did you find? What are your conclusions? Can any recommendations be made from the results? How do you intend to share findings/outcomes with other CRFs? (This section is what most people are interested in.)*

The document should be set out as follows:

Line spacing: Single

Text alignment: Left

Title text: **Arial 11pt Bold**

Author name(s): Arial 11pt with the presenting authors name in **bold**

Author affiliation(s): *Arial, 11pt, italic*, with the presenting authors details in **bold**

Body text: Arial 11pt

Paragraphs: Don't indent; leave one clear line between paragraph

References: Should be limited to no more than three references and should follow the Harvard referencing style (Hickson, 2008) in the body of text, with an alphabetical reference list at the end of the document as shown below:

Hickson, M. 2008. *Research Handbook for health care professionals*. Blackwell Publishing, pp158-167.

Please note: all accepted abstracts will be published as submitted. It is therefore important that you ensure that the spelling, grammar and syntax are of an academic publishing standard before submission.

All abstracts to be submitted in MS Word and by email. Please ensure that you include the submission form along with your abstract document.

Parallel sessions

Duration: minimum 60 minutes, maximum 120 minutes (ie 2x 60 minute sessions back-to-back). This can be made up of shorter sessions, within your allocated timeslot.

Presenters: at least one presenting author must register and pay to attend the conference.

Poster presentations

Presenters: poster presenters are expected to stand by their poster to answer questions during breaks. At least one presenting author must register and pay to attend the conference.

Format: final artwork must be provided as a pdf file or other high resolution, print-ready file format.

All posters should be designed as A1, portrait.

Further details for submission, printing and display of posters will be provided once the conference organising committee has made its selections.

Closing date for submissions

Deadline: 13.00 on Friday 15 March 2019

Email to: UKCRF2019@nuh.nhs.uk

Confirmation

The outcome of submissions for parallel sessions and poster presentations will be notified to you, by email, during week ending 5 April 2019.

Acceptance of abstract and selection for parallel/poster presentation is at the discretion of the conference organising committee whose decision is final.

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Submission Form

Your name	
Place of work	
CRF affiliation	
Contact number	
Email address	
Authorised by <i>(please include name and role)</i>	
Abstracts	
Category	
Title	
Author(s)	
Abstract	Please attach your abstract document, in MS Word, with this form
Oral presentation <i>(if selected)</i>	Yes , I would be able to present No , I would not be able to present <i>(Please delete as appropriate)</i>
Parallel session	
Names of all presenters to be involved in delivering the session	
Preferred room layout <i>(lecture, theatre or cabaret style)</i>	
Duration of session	60 minutes or 120 minutes <i>(Please delete as appropriate)</i>
50 word summary of the session's aims and objectives.	

Please return your completed form, plus abstract to: **UKCRF2019@nuh.nhs.uk**
no later than **13.00 on Friday 15 March 2019**.