Abstract submission for the ITS6

Why submit an abstract?

- Discuss your findings with other experts from around the world.
- Develop your presentation skills, an essential competence for advancing your career.
- Top 5 abstracts will be invited to a formal scientific presentation before the judges.
    - 10-minute presentation
    - 5 minutes of questions from the judging panel
    - Prizes for best presentations
    - Pre-recorded prior to the conference and videos of presentation and Q&A played in a scientific breakout session
- ALL accepted abstracts will be published in the symposium abstract booklet.
- ALL accepted abstract authors will be invited to submit an e-poster at the time of abstract submission.
    - E-posters may be accompanied by a short 3-minute video overview (optional)
    - E-posters and videos will be available to view in the poster lounge through the conference (and on demand afterwards)

Eligibility
- Any work from any individual or team involved in tracheostomy care.
- All members of the multidisciplinary team, all grades, all students.
- Submissions from anywhere in the world.
- Previously published work or work presented at other scientific forums will not be accepted.
- The presenting author must register for the conference before submitting an abstract.
- All abstracts should be submitted in English (with UK English spellings). If English is not your first language it is advisable to ask an English-speaking colleague to check your submission, or use a professional language checking service.

Assessment criteria
- Abstract selection will be based on clarity, scientific rigour, supporting data, significance, relevance, interest in the topic chosen, innovation and usefulness.
- Abstracts that partner with patients and/or their families will be particularly welcomed.

Categories
The submission system will ask you to indicate which ONE of the following categories most closely describes the theme of your abstract:

- Research
- Quality improvement
- Audit
- Case report

The submission system will ask you to indicate ANY/ALL of the following categories that describe the scope of your abstract:

- Adult
- Paediatric
- Primary care / community
- Secondary care / hospital

Deadline for submission

The original submission deadline was Sunday 8th August. Due to multiple extension requests, **the new abstract deadline is Sunday 22nd August 2021 at 23:59 GMT** (please note your local time!). Late submissions will not be accepted under any circumstances.

You may edit and add to your abstract up until the submission date. Please be sure to save any changes.

You may add a **poster or video** up until **Sunday 19th September 2021** (23:59hrs GMT).

How to submit your abstract

Submissions are made via the Oxford Abstracts platform. The ITS6 conference has a dedicated webpage for abstract submission:

https://app.oxfordabstracts.com/stages/1517/submitter

The form is fairly self-explanatory. You will need to enter:

1. **The full title for your submission**
   a. Your suggested title should be succinct yet clearly describe the abstract. Use sentence case (i.e. the first letter of the sentence is capitalised, with the rest being lowercase except for proper nouns and acronyms). Do not use any abbreviations in the title. The titles of accepted abstracts will be published in the final congress programme and on the congress app. (Maximum 160 characters)
2. **The names of all authors and affiliations**
   a. You will need to indicate a presenting author
   b. As a minimum, the presenting author *must* register for the conference. Submissions that cannot be matched to a registered participant will be withdrawn.
3. **Categories and scope of abstract as above**
4. **Presentation type**
   a. All abstracts must be accompanied by an e-poster in PDF format (see below)
   b. Presenters have the OPTION of including a 3-minute video that explains their abstract work and poster. This video will be displayed alongside the abstract and poster at the conference, allowing visitors to hear about your work.
   c. The top 5 rated abstracts by our reviewers will be invited for a 10-minute presentation and 5 minutes of questioning about their work. These interviews will be available during the scientific session of the conference where the top 3 abstracts will be announced.
   d. Please indicate if you wish to be considered for these abstract presentation prizes before the judges.
5. **Conflict of Interest**
   a. Please give details of any potential conflicts of interest that you could have as part of your abstract submission, financial or otherwise, which could influence or be perceived to influence the content of the poster. (Max 100 words)
6. **The full text of your abstract.** For scientific abstracts, audits and QI projects, please include the following paragraphs (you do not need section titles)
   a. Introduction
   b. Methods

c. Results
d. Conclusion
e. One single table (or image – see below)
f. References are added in a separate section
g. For non-scientific abstracts such as case reports, please use a suitable layout that is clear for the reviewers
h. Please note the word count. It is not possible to submit more than the allowed numbers of words. Please also note that some characters are restricted.
i. You may enter ONE image or table.
j. If applicable, please provide details of any grant(s) received.
k. Use standard abbreviations only and place any unusual abbreviation in parentheses after the full word the first time it appears.
l. Use generic names of drugs.
m. If reference is made to proprietary products or equipment, the manufacturer's name and location should be included in parentheses.
n. Abstracts not meeting the inclusion criteria will be withdrawn.

7. **Tables and images**
   a. You may add ONE of either a table OR figure to your submission. Please add a table to the abstract main text section using the table builder (the grid icon). Place your table after your text. Please note that words in the tables count towards your total word count.
   b. Alternatively, a single image may be uploaded in the image upload section. JPEG, JPG, PNG, GIF or WEBP files up to 10MB are acceptable.
   c. You do not need to submit either a table or an image.

8. **References**
   a. References must be identified in the text by **Arabic numerals added as superscript in order of their mention**. For example, [1] or [2,3] or [3-5]. The reference list should be at the end of the text in numeric sequence. The format should conform to that set forth in "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" (Vancouver style) (JAMA 1993; 269;2282-6). Journal titles should conform to the abbreviations in Cumulated Index Medicus.
   b. Examples of References: If three or fewer authors list all. If four or more, list first three and add *et al*.
   c. For **Journal** articles: Marsden JR, Coburn PR, Marks Janet, et al; Measurement of the response of psoriasis to short-term application of anthralin. *Br J Dermatol* 1983; **109:** 209-218.
   d. For **chapters in books**: Graham J: Basic pathologic changes in the skin, Graham J, Johnson WC, Helwig EB, editors: Dermal pathology. Hagerstown, MD, 1972, Harper and Row Publishers, Inc.; Chapter. 6, p 123.
   e. For **Books**: Champion RH, Burton JL, Ebling FJG editors: Rook, Wilkinson, Ebling Textbook of Dermatology, ed. 5, Oxford 1992, Blackwell Scientific Publications, p 3050.

9. **Check box** for whether you wish your abstract to be considered for the **scientific prizes**

10. **Check boxes** for

a. If your abstract, e-poster or video submission contains confidential or identifiable details of a patient or member of the public, please check this box to indicate that that person(s) have given their explicit consent for their images or details to appear in the conference platform and any associated media (internet or printed material) that may arise from this submission. It is the responsibility of the submitting author to ensure that this confidentiality clause has been considered. The organisers reserve the right to ask for further clarification if necessary.

b. Permission to publish your abstract on the conference platform

c. Confirm approval of the submission (abstract text, e-poster and video) by ALL authors (this is the responsibility of the submitting author)

d. Presenting author attendance as above

11. Add a URL link to your **video abstract** (see below)

Submission agreement

- Please do not submit multiple copies of the same abstract or split data to create several abstracts from one data set.
- We have a strict policy of one poster per presenter; one event ticket must be purchased for each individual poster presented, at the appropriate rate for that presenter according to their professional. If you have multiple accepted posters, you will need to assign a co-author to present one on your behalf.
- You must register for the event in order to submit an abstract.
- All correspondence will be sent to the submitting author. It is the responsibility of this person to pass on any relevant information regarding the submitted abstract and the congress to the presenting author and co-authors.
- The signing author certifies that any work with human or animal subjects related in your abstract complies with the guiding principles for experimental procedures, as set forth in the Declaration of Helsinki and related publications.

You will receive an email confirmation that your submission has been received, indicating the abstract submission ID which it has been allocated. Please refer to this abstract number in all correspondence regarding the submission. Please note the email address that you supply in the Submitter Details page will be the email address used to correspond the results of your submission. If you change email addresses during this time, please let us know so we can update the system.

Queries

If you have any queries about the submission process or you want to withdraw your submission please contact us at conf-its6@salford.ac.uk referencing your submission ID number.

The new **abstract deadline is Sunday 22nd August 2021 at 23:59 GMT** (please note your local time!). You may edit and add to your abstract up until the submission date. Please be sure to save any changes.

Review Criteria

All abstracts will be reviewed 'blind'. No identifying features such as names of authors should be listed in the title or text of the abstract. The names of the authors and their affiliations (institutions) will be requested separately when you submit the abstract online.

Reviewers are asked to mark the abstracts on the basis of the judging criteria listed below. It is the responsibility of the person submitting the abstract to ensure that the abstract addresses the following criteria.

1. The Problem / Topic (**Importance**): Is this problem/topic important for Tracheostomy Care? Is the problem/topic clearly described/defined? Will this presentation add new knowledge/innovation for the audience?

2. The Approach (**Clarity**): Is the approach proposed or taken both clear and well described? Are the methods used or proposed appropriate for the identified idea/problem/question? Were the methods innovative?

3. Findings (**Trustworthiness**): Do you believe the findings? Do the findings relate to the topic under question? Do these matter? Are they important? Will these results be of interest to the ITS6 delegates?

4. Consequences (**Significance**): What are the implications of this study or would be the implications of this idea? Do these matter? Are they important? What does this all mean? Will these results influence or impact on clinical practice/education/policy/methodology?

5. **Overall Impressions** (Likely interest value): Was this a well-written abstract? Will it promote discussion and debate? Will this study/idea change anything? Will this work support the effective/productive work of the tracheostomy care team?

6. **e-poster**: A score will be assigned to the e-poster that accompanies the abstract based on the criteria above but also including marks for layout, clarity and visual impact of the e-poster.

Your video submission to accompany the abstract and e-poster is not mandatory and will not be judged/scored. However, providing a video is strongly encouraged and this will help the judges and fellow delegates to understand and appreciate your work.

Guidelines for creating your e-poster

All abstracts should be accompanied by an e-poster. The poster should visually convey the key elements of your

Please submit your E-Poster as **a 1-page in portrait orientation**. We recommend using Microsoft PowerPoint or Mac Keynote to prepare your poster. The following steps are recommended:

- Open a new blank presentation
- Set the size of the page as below (check the help guides or a search engine if you don't know how to do this)

- **Language:** All E-Posters should be prepared in English.
- **E-Poster size in pixel:** 1080 width x 1536 height – portrait orientation
- **E-Poster size in cm:** 38cm width x 54cm height – portrait orientation
- **Font size**: ≥16

- Assemble your poster – the layout is up to you!
- Remember to add any permission, funders, conflicts of interest and key references
- The poster should not directly reproduce your abstract text, but compliment the full detailed text by showing a summary of the key elements
- Use any images or figures that you think are helpful for the reader. There is no limits to the images, figure or tables that you can use on your poster
- Save your work so you can edit it if necessary
- Then **export your file** (or save as…) a PDF – this is the file that we will accept for submission.

- **File format:** PDF

Please upload your PDF e-poster along with your abstract text via the submission system.

You may add a **poster or video** up until **Sunday 19th September 2021** (23:59hrs GMT).

Guidelines for creating your video abstract

We strongly encourage you to record a short video to accompany your abstract and e-poster. This should be limited to 3 minutes maximum.

The videos can be completely amateur (selfie on a smart phone for example) to professionally produced, and anything in between! Simple video editors such as iMovie are useful for adding images or merging multiple videos together to make your presentation more 'professional' but a straightforward presentation to camera is fine. You might also consider presenting over some slides via PowerPoint, Keynote, or platforms such as Zoom (see below).

We will not be able to accept raw video files and ask that you upload your videos to a video sharing site and send us the URL web link. We recommend using YouTube or Vimeo, both of which are free for simple accounts and are straightforward to use.

If you do not have an existing account, please see the following guides:

YouTube: https://www.youtube.com/watch?v=l0eM1_JVqHE
Vimeo: https://vimeo.com

Once you have uploaded your video to YouTube etc then your video has a URL generated for it. See the help pages for how to find this link if it isn't obvious to you. An example format is https://youtu.be/BMJ4UKhivX8 - this is what we need you to upload via the submission form. Your video will be available for the reviewers and then also for the conference, shown alongside your e-poster and abstract text.

Please note that the video is optional. You can submit your abstract and e-poster and then come back to add a video later.

Please also note that the top-ated abstracts will be invited for a separate presentation which will be over zoom. You do not need to prepare any other videos other than this optional 3-minte video.

Top tips for video

- Stand or sit in front of a window or light so we can see your face.
- Get someone else to hold the camera or use a stand.
- A smartphone is fine but if you want to unleash some semi-professional kit, then please go for it!
- Check the sound and image quality before recording the whole thing.
- Portrait or landscape is fine.
- Please be aware of what is in the background. People, patients or colleagues should not be visible unless they have given consent to be in your video. This also applies for any sounds or conversations that may be inadvertently recorded. Please also ensure

that potentially confidential material is not visible in your background. It is **your responsibility to ensure any confidentiality considerations are followed!**

- Reading text is usually obvious and talking naturally about your work usually comes across better.
- Speak slowly and clearly. It is better to be clear than to try and fit in too much content.
- Remember, we aren't scoring or judging your videos, but they will be available for all of the conference delegates to see.

Creating a presentation over PowerPoint slides

You can create a few PowerPoint slides if you prefer. A PowerPoint (or Keynote or Prezi etc) Slide Show can be recorded to your computer. This can include narration and a webcam to show you talking. The file is recorded as a video file on your computer. You will need to upload this to YouTube or Vimeo and create a link to the video to submit.

You can also use video conferencing platforms such as Zoom, WebEx, GoToMeetings or Teams to present a PowerPoint slide set using the screen share options. You can record the session to your computer and then upload this file to YouTube or Vimeo and create a link to the video to submit.

If you do choose to create a slide show, please note the 3-minute time limit.

Creating a video can be time consuming, but it will bring your abstract and e-poster submissions to life and help to make the virtual conference vibrant. The videos are sure to spark debate and interest in your work.

You may add a **poster or video** up until **Sunday 19th September 2021** (23:59hrs GMT).

Good luck!