

# Conference abstract guidelines

2021

## About the conference abstract submission guidelines

If you've got a great piece of scientific work, a new service improvement or service user initiative that you really want to showcase, these guidelines should give you everything you need to submit an abstract, to be considered for inclusion as an e-poster at the 2021 Excellence Network Conference on 4 November - and be available to download with catch-up content from 4 November onwards.

Read on for information on how to structure and submit your conference abstract.

If your abstract is considered for presentation at the conference, you will then be sent full guidelines on how to develop your abstract into an e-poster.

If your project is based in service improvement and you already have quantified evidence of impact for people affected by Parkinson's, you may want to consider entering it for an **Excellence Network Award**. You can find out more about the award categories and entry process on the [awards webpage](#).

If you still have questions after reading the guidelines, get in touch with us at [excellence@parkinsons.org.uk](mailto:excellence@parkinsons.org.uk).

## Key dates

**30 April:** Conference abstract submission opens

**6 August:** Conference abstract submission closes

*Conference abstract entries selected against criteria by panel*

**13 August:** Successful abstract authors will receive an invitation to submit a conference e-poster - along with detailed e-poster guidelines about poster formatting

**1 October:** Deadline for submission of conference e-posters to the submission system

**4 November:** Excellence Network Conference - poster presentations

## 2021 conference abstract submission criteria

The Excellence Network Conference is inviting abstracts for work which relate to the conference's overall theme: **'Progression beyond the pandemic: what have we learned from coronavirus (COVID-19)'** and one of its broad programme themes:

- Restarting life
- Restarting services
- Technology
- Research
- Exercise

If you are a researcher or health or social care professional, we also ask you to identify which challenge your work addresses, from the [Excellence Network priority areas for improvement](#), identified by the responses of clinicians and people affected by Parkinson's to the 2019 UK Parkinson's Audit.

For conference abstracts that meet the above simple criteria, authors will be invited to create an e-poster to expand on their abstract and illustrate their work at the conference. At the conference e-posters will be available for delegates to view and download.

## Author requirements

### Researchers and health or social care professionals

At least one author named on the abstract must have purchased a ticket for the Excellence Network conference on 4 November at the time of submitting their conference abstract. You can purchase your conference ticket from the [conference webpage](#). If invited to submit an e-poster for the conference, you must be willing to present your poster in a virtual exhibition, including answering delegate questions about your work. Poster guidelines will support you in presenting.

### Parkinson's community members

Conference tickets for people with Parkinson's and the people in their lives are free of charge, but at least one author named on the service user initiative abstract must have booked a ticket to attend the conference on 4 November. You can register for your free conference ticket on the [conference webpage](#). If invited to submit an e-poster for the conference, you must be willing to present your e-poster in a virtual exhibition, including answering delegate questions about your work. Poster guidelines will support you in presenting.

## Writing your conference abstract

Your conference abstract should be a concise snapshot of your project or initiative. It should clearly show how that project or initiative is addressing the needs of people with Parkinson's.

### Writing for a lay audience

The Excellence Network Conference has been co-produced with representatives from the Parkinson's community, who will be considering abstracts from the conference. If you are a researcher or health or social care professional, please bear this in mind when writing your conference abstract.

To help you to do this:

- Focus on the key 'take home' messages of your initiative or project.
- Write in [Plain English](#) and avoid jargon and unnecessary abbreviations, technical terms or acronyms. If they have to be included, give a short explanation.
- Keep sentences short; under 25 words is ideal.
- Use an active, first person voice; for example "We decided", not "It was decided".

- The [NIHR INVOLVE Make it Clear campaign](#) has information on how to write a lay summary for research, with useful tips and resources.

## Referring to Parkinson's

Many people living with Parkinson's do not identify with the term "disease". Due to this, we ask entrants to use **Parkinson's** throughout the text of awards entry abstracts and e-posters, not Parkinson's Disease. PD should not be used as an abbreviation.

## Word limit

The total word limit for an abstract is 450.

This includes:

- Title: up to 20-30 words.
- Abstract body: up to 420-430 words.

## Authors

In addition to the lead author, you can enter up to four additional authors (**five authors total**). For example, your entry might describe a project which another team has been instrumental in, or may describe how you or your team have used or adapted another team's or organisation's work or initiative. These author names will appear in the downloadable conference materials.

## Headings

Conference abstracts should be arranged as below with clear headings for each section:

- **Objective(s):** clearly and concisely describe what your initiative or project was trying to address, and how it relates to the conference theme.
- **Intervention:** the key elements of your initiative or project, including who and what was involved and how, and the timescales. How it relates to the chosen category and general criteria.
- **Outcomes and next steps:** what was the main outcome or is the planned way of evaluating your initiative or project? What did you learn, how will you share this, and what are your next steps?
- **References:** A maximum of **two references** may be included in the abstract text. Any other references may be included on your e-poster. This may be to research papers,

clinical guidelines or other information that has informed the development of your work (e.g. blogs, websites).

## Formatting

- Remove any double spaces after full stops (abstracts should be single spaced throughout).
- Italics, bold, superscript, subscript, symbols and numbered/bulleted lists **are allowed** within your abstract submission.
- Images, tables or diagrams should not be included in your abstract, but can be included in your e-poster.

## Submitting your conference abstract

Conference abstracts will be submitted using the Oxford Abstracts submission system and you'll find the link to this on the [conference web page](#).

We advise you to draft your abstract in a Word/Google document first, and then copy and paste it into the Oxford Abstracts system.

Contact us at [excellence@parkinsons.org.uk](mailto:excellence@parkinsons.org.uk) if you have any questions or need any assistance.

**Good luck with your submission! We look forward to seeing you at the 2021 Excellence Network conference.**