Abstract Submission Guidelines

On 24 June 2022, the keynote address, a <u>selection</u> of presentations and workshops, and networking opportunities will be delivered <u>in person</u> at the conference venue in London. Presenters from outside of the UK may be asked to be available to take questions from the conference delegates via Zoom.

Leading up to the conference, a series of Zoom or MS Teams presentations (including workshops and poster presentations) recorded in May 2022, will be available to delegates to view online as part of the virtual programme. Presenters will do their presentation via Zoom or MS Teams in May 2022, recorded by the conference organiser. Having viewed a presentation/workshop/poster, delegates can send questions to the conference organiser for the presenter(s). Most presenters will have their responses recorded in another Zoom/MS teams session, and this recording will be made available to delegates online. Some presenters will be chosen to respond to questions via Zoom in real time on 24 June (or in-person if presenters can attend), including taking questions from the conference delegates.

All UK-based presenters must be willing to present in person in London on 24 June and be equally willing to present in advance via Zoom/MS teams as described above, including responding to delegate questions.

You can submit more than one abstract.

Type of presentation (let us know if you have an alternative idea)

Short presentation - a 20 minute opportunity to present your work in a precise format. London-based presentations will be followed by a 5 minute opportunity to receive questions from delegates. A final copy of your presentation slides including notes pages/presentation script should be provided to the Conference organiser by **4 May 2022**

Seminar (London only, not virtual) – 25 minutes to present your work, including audience participation in some way, followed by a 5 minute opportunity to receive questions from delegates. Power Point is the usual tool to use, but you can be creative. A final copy of your presentation slides including notes pages/presentation script should be provided to the Conference organiser by **4 May 2022**

Conference Workshop – a 45-minute interactive workshop. Workshops vary from other presentation types in that they aim to provide participants with the opportunity to develop new skills. This is most easily delivered as a face-to-face workshop in London, but if you have an idea for a workshop which could also work for delegates via Zoom, please put your idea forward. Presenters usually provide hand-out information for delegates. A final copy of your workshop slides/handouts including notes pages/presentation script should be provided to the Conference organiser by **4 May 2022.**

Posters. A pdf copy of your poster should be provided to the Conference Organiser by **4 May 2022.** Posters will be presented and recorded by the conference organiser via Zoom. The recording of your presentation will be made available to delegates before the conference. This is a good option as it provides you with the opportunity to explain much that could not be fitted onto a poster. Having viewed your poster presentation, delegates can send questions for the presenter(s). Your answers will be recorded via Zoom and made available to delegates. If your poster is selected to present in person on 24 June, A4 copies of the poster and/or handouts should be provided for poster audiences.

CONFERENCE ABSTRACT

Title of Presentation: The title of your presentation should accurately describe its main content. It is recommended that presenters consider the theme of the conference *'Contribution',* which can be interpreted in any way.

Abstracts: Abstracts should cover the following:
- Introduction / Background to the topic and the aims / rationale for the work done – where did the idea come from and what were you trying to achieve?
- Methods – what did you do and who was involved?
- Results / Conclusions – what did you find out or conclude? Present what you found / experienced.
- Ethical Issues – were there any ethical issues that arose during the work?
- Clear implications for practice: why does this topic matter to the Occupational Therapy profession?

Where relevant, abstract authors should provide references to support the abstract content and provide a reference list. References are not included in the 250 word count. You are advised to be selective in your use of references.

Learning outcomes: list a maximum of 3 learning outcomes for delegates – these serve to give delegates a clear appreciation of what your presentation/poster is about. Learning outcomes are usually phrased in terms of gaining knowledge of' understanding of; gain insight into....

Presenter biographies should be written in the third person e.g. Wendy Sherwood is an occupational therapist...., and written as you would wish it to appear in the conference programme.

Terms: The full copyright of materials submitted to the conference is situated with the author(s) of those materials. ICAN retains a copy of all conference materials, and may refer to them in the future (e.g. during training events) with full credit to authors.
Presentations and workshops may be video and/or audio recorded for the purpose of being used and distributed in various formats by ICAN as freely accessible or costed access for educational and training purposes, including, but not limited to the classroom, the Internet, and any other communications medium currently existing including Patron or later created. By submitting to the conference you give permission and authorise ICAN to video record, audio record, photograph, edit or otherwise reproduce your presentation, and to use it in the formats and for the purposes stated above. Save as a word document and submit no later than **5pm** on **3 December 2021** to wendy@ican-uk.com
Notification of outcome will be made by 4 January 2022