Critical Care Tales
Submission guidance

Critical Care Tales Abstract Submission Guidelines

Deadline for submissions: Wednesday 31 January 2024, 11:59pm (GMT)

The Intensive Care Society presents **Critical Care Tales: The Butterfly Effect.**

At the Intensive Care Society, we know that the multi-professional team effort is without any doubt, greater than the sum of any of its parts. Critical care thrives when we understand and value the power of teams, but we also know that within that team are individual people, outlooks, stories and experiences that may impact on patient care when shared widely within the intensive care community. The Intensive Care Society is inviting all members of the multi-professional team (all professions, all grades, including students) to submit an abstract highlighting any of the following:

- Quality improvement
- Multi- professional approach to quality improvement
- Innovations in multi- professional practice
- Workforce
- Controversies in intensive care
- Any ideas that may change practice

Entrants will be asked to produce a 500-word abstract, and these will be scored to choose those who will be asked to present at SOA24, taking place 18 - 20 June 2024 at the ACC Liverpool. All selected abstracts will have a 7-minute presentation followed by 3 minutes of questions. The abstracts not selected for oral presentation at the Critical Care Tales session, will have the opportunity to be displayed on large digital screens and be presented as a 5-minute oral discussion followed by 2 minutes of questions in the exhibition hall during the Congress poster sessions. These will also be displayed on the event platform throughout the Congress and for up to six months on demand, enabling delegates to browse the abstracts and get in contact with authors. We look forward to hearing from you!

Eligibility: All members of the multi-professional team - all professions, all grades, including students.

Please read the instructions below carefully before preparing your abstract:
- Aim to capture the Programme Committee's interest
- Be clear and concise
- Check the abstract carefully for spelling, grammar, readability and clarity

Online
If successful and selected to give an oral presentation, your session will be recorded and available for registered delegates to watch on demand for six months after the Congress.

Published abstracts
All accepted abstracts will be published in the Journal of Intensive Care Society (JICS) (PubMed Indexed).

Certificates and awards
A winner will be selected for the Critical Care Tales presentation and will be announced during the Closing Plenary session on Thursday 20 June 2024. The winner for each will receive a complimentary 3 day registration for SOA25 or SOA26 - your choice!

All presenting authors will receive a presenter certificate for their portfolio.

Key deadlines

31 January 2024	Abstract submission deadline
28 February 2024	Submitting authors notified of the outcome of their submission
31 March 2024	Successful submitters to confirm acceptance of their place
30 April 2024	Early bird registration deadline
17 May 2024	Deadline for registering for SOA24

Amending a submission
If you wish to amend your submission you can do this at any time up to the deadline of **11:59pm (GMT) Wednesday 31 January 2024.**

Queries
If you have any queries about the submission process or you want to withdraw your submission please contact us at soa@ics.ac.uk.

Using the abstract submission system
Submitting an abstract is a multi-step process. Some questions are marked "required" and you will not be able to complete your submission until these questions have been answered. You will save your work as you proceed through the pages. If you have to stop part way through the process please complete all questions in the current page, then proceed to the following page. Your submission will be saved and you can return to complete your work at a later stage. After you have completed submission, you can continue to amend your work until the submission deadline.

Submission agreement
You will need to confirm your acceptance of the submission terms and conditions before proceeding – these are as set out below:
- 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
- Please do not submit multiple copies of the same abstract or split data to create several abstracts from one data set
- If accepted the presenting author must register and pay for a three-day in-person Congress ticket at the appropriate rate for the presenter according to their professional status by 17 May 2024
- Failure to register by this date may result in your presentation being withdrawn from the Congress programme

- It is the responsibility of the presenting author to arrange and pay for their own travel and accommodation as required
- The authors agree that the Intensive Care Society will publish all abstracts from SOA24 in JICS and may record the presentation for subsequent use, as deemed appropriate, unless discussed and agreed in advance. If for any reason your abstract cannot be published, please specify when completing your submission
- The signing author certifies that any work with human or animal subjects related in this abstract complies with the guiding principles for experimental procedures, as set forth in the Declaration of Helsinki and related publications

Agreement

I agree to be responsible for the organisation of the presentation and ensure that I will adhere to the stipulated requirements, including acknowledgement of the review outcome, registration of the presenting author and, where relevant, the submission of presentation slides. I understand that to accept the invitation to display this poster at the event we must register one author for a three-day in-person ticket at the appropriate ticket category (at the time of the event) to present the poster. I accept that it is my responsibility to ensure that the presenting author is not presenting another poster at this event.

Abstract details

Title - 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).

Description - Please enter a brief description of the abstract, the full submission will be uploaded on the next page.

Category - Please select Critical Care tales from the dropdown menu.

Requested method – oral.

Contact details

Please enter the contact details of the person submitting the abstract. Please note that all correspondence will be with the submitter of the abstract, therefore it is important that we have accurate and up-to-date contact details. Please email soa@ics.ac.uk if there is subsequently a change in contact details.

Lead author details

Please enter the details of the main author associated with this abstract.

Additional details

Please enter your occupation, grade, and city/ region. Co-authors are not required.

Conflict of Interest - 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).

Abstract cannot be published - if for any reason your abstract cannot be published, please specify the reasons here.

Upload area
Your abstract should be on the title - **Critical Care Tales: The Butterfly Effect**

Please upload your abstract as a word document (.doc or .docx), maximum file size 5mb.

Your abstract should not exceed <u>500 words</u> (excludes title, author and references).

General style guidelines
- Use standard abbreviations only and place any unusual abbreviation in parentheses after the full word the first time it appears
- Use generic names of drugs
- If reference is made to proprietary products or equipment, the manufacturer's name and location should be included in parentheses
- Please check your abstract carefully as it will not be edited
- Graphs, tables and images can be inserted. All images, symbols, tables, graphs and lines should be clear and distinct (Maximum file size 5MB)

Abstracts should be structured under the headings
- Introduction
- Main body
- Conclusion

References
- References should be listed in the separate box in the abstract submission and should not exceed 200 words
- A maximum of five references will be accepted
- References should be complete, correct and conform to the Vancouver reference style. Some more information and examples are included here.
- References cited in the body of the abstract are included in the word count.
- For journals - volume, issue and page numbers must be included
- Only sources referred to in the text should be included in the reference list

Hitting the next button will submit your abstract, and you will receive email confirmation. Please contact us soa@ics.ac.uk, if you do not receive confirmation that it has been received. You can access any submissions made, by logging into your account and selecting 'My submissions' on the 'My account' menu.

Review criteria

Reviewers are asked to mark the abstracts using the judging criteria listed below. A score of ten is the highest that can be awarded. A score of one is given when the submission cannot be judged due to the lack of information provided. It is the responsibility of the person submitting the abstract to ensure that the abstract addresses the following criteria:

- Subject
- Originality
- Reflective quality
- Relevance to the multi-professional team
- Overall impressions

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