ePoster and Oral Presentation
Abstract Submission Guidelines

Deadline for submissions: Sunday 26 February 2023, 11:59pm (GMT)

The Intensive Care Society invites you to submit your work and present your research, audit, innovations, and clinical cases at SOA23, taking place on the 27-29 June at the ICC Birmingham. This is your chance to stimulate debate, share knowledge nationally and internationally as well as enhance your own portfolio and presentation skills.

ePoster Display & Discussions

ePosters are an integral part of the congress programme. Successful authors will be given the opportunity to display their ePoster on large digital screens and present a 5-minute oral discussion followed by 2 minutes of questions in the exhibition hall during the congress. ePosters will also be displayed on the event platform throughout the congress and for up to 6 months on demand, enabling delegates to browse the posters and get in contact with authors. It is expected that presenters attend the full conference.

Oral Abstract Presentation

The top five abstracts will be shortlisted and authors given the opportunity to provide a 12-minute oral presentation (10 minute presentation, plus 2 minutes for questions and answers) in the main programme. These short presentations should discuss the abstract submission and draw attention to research highlights. Authors invited to give an oral presentation are not required to upload an ePoster.

All abstracts will be published in the Journal of the Intensive Care Society (JICS) which is PubMed indexed.

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

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 must 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.

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) Sunday 26 February 2023**.

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 three-day, in-person ticket must be purchased for each individual poster presented, at the appropriate rate for that presenter according to their professional status on the first day of the event. If you have multiple accepted posters, you will need to assign a co-author to present one on your behalf. Please note authors are permitted to present across other abstract types e.g., Cauldron, ICS Gold Medal etc with a single ticket, but only against one poster
- If accepted the presenting author must register and pay to attend the full congress by 26 May 2023. Failure to register by this date may result in your presentation being withdrawn from the congress programme.
- 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 authors agree that SOA will publish abstracts in JICS and may record the presentation for subsequent use, as it deems appropriate, unless discussed and agreed in advance unless agreed and discussed in advance. If for any reason your abstract cannot be published, please specify when completing your submission. Alternatively, please confirm in writing by emailing ics.submissions@haymarket.com.
- 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.

Key deadlines

26 February 2023	Abstract submission deadline
17 April 2023	Submitting authors notified of the outcome of the submission
28 April 2023	Successful submitters to confirm acceptance of their place
26 May 2023 (on or before)	All presenters must register for the congress

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. ePosters will also be available for delegates to view on demand for six months after the congress.

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

Certificates and awards
A winner will be selected for the Oral presentation and ePoster will be announced during the Closing Plenary session on Thursday 29 June 2023.he winner for each will receive a **Complimentary 3 Day Registration** for SOA24 or SOA25 - your choice!

The presenting author will receive a presenter certificate for their portfolio.

Other information

You will receive an email confirmation that your submission has been submitted. This email will indicate your unique abstract submission ID. 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.

Please contact the Society's Event Team if you submit an abstract and do not receive confirmation that it has been received.

Queries

If you have any queries about the submission process or want to withdraw your submission, please contact us at ics.submissions@haymarket.com referencing your submission ID number.

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.

Q1 Submitter 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. Please email ics.submissions@haymarket.com if there is subsequently a change in contact details.

Q2 Topic

Please select the most appropriate topic for your abstract:

- Acute respiratory distress syndrome
- Airway management
- Brain death, organ donation and transplantation
- Cardiac arrest
- Cardiology and cardiothoracic
- Cardiovascular monitoring
- Communication
- COVID-19
- Critical care in low and middle-income countries
- Critical care organisation, quality management, costing and outcomes
- Equality, Diversity and Inclusion
- Data science

- Liver failure & transplantation
- Metabolism and endocrinology
- Neurointensive care
- Nutrition
- Obstetrics
- Outreach
- Paediatric intensive care
- Palliative and end of life care
- Peri-operative medicine
- Pharmacology
- Poisoning and toxicology
- Quality and innovation
- Rehabilitation
- Renal failure and support
- Respiratory failure and support

- Echo and ultrasound
- Education and simulation
- Environmental sustainability
- Ethics
- Haematology & Oncology
- ICU follow-up
- Imaging in critical care
- Infection prevention
- Infectious diseases
- Information technology
- Intensive care outreach

- Sedation, analgesia, and delirium
- Sepsis
- Severity of disease scoring systems
- Systemic diseases
- Tracheostomy
- Transfer and retrieval
- Transfusion and haemostasis
- Trauma
- Wellbeing
- Workforce
- Other ICU related topic not listed above

* If you are looking to submit an abstract that displays single patient experiences, please submit via the Ultrasound Ninja submission process

Q3 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)

Q4 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).

Q5 Submission Declaration
When you submit you will be asked to confirm your agreement to the following statement, for your abstract to be considered for presentation:

"I agree to be responsible for the organisation of my ePoster, including acknowledgement of the review outcome, registration of the presenting author and the submission of a PDF of the ePoster. 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."

Q6 Authors
Please enter the main author and any co-authors associated with this abstract. Co-authors are not mandatory, but please ensure you add all authors at the time of submission as it will not be possible to add authors at a later stage.

Q7 Abstract Submission Content

Your abstract should not exceed 500 words (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 10MB).

Abstracts should be structured under the headings:
- Introduction
- Objectives
- Methods
- Results
- Conclusions

If applicable, please provide details of any grant(s) received.

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

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 out of five, on the basis of the judging criteria listed below. A score of five 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.

1. **The Problem / Topic (Importance) -** Is this problem/topic important for Intensive 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 SoA23 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 intensive care team?