Critical Care Tales Abstract
Submission Guidelines

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

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

Entrants will be asked to produce a 500-word abstract, which will be shortlisted for presentations at SOA23, taking place on the **27 – 29 June at the ICC Birmingham**. All selected abstracts will have a 7-minute presentation followed by 3 minutes of questions. We look forward to hearing from you!

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

Amending a submission
If you wish to change 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.
- If accepted the presenting author must register and pay for a three-day in-person congress ticket by 26 May 2023. Failure to register by this date may result in your presentation being withdrawn from the congress programme.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.
- 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 and co-authors.
- 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.
- The authors agree that the Intensive Care Society will publish all abstracts from SOA23 in JICS and may record the presentation for subsequent use, as it deems appropriate, unless discussed and agreed 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.

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.

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 29 June 2023. The winner will also receive a **Complimentary 3 Day Registration** for SoA24 or SoA25 - your choice! All presenting authors will receive a presenter certificate for their portfolio.

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

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 you 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.

Q2 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)

Q3 Submission Declaration

Please confirm your agreement to the following statement, in order for your abstract to be considered for presentation:

'I agree to be responsible for the organisation of the presentation and ensure that I will adhere to all 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 present at the event, the presenting author must register for a three-day in-person ticket at the appropriate ticket category (at the time of the event).'

Q4 Authors

Please enter the main author associated with this abstract. Co-authors are not required.

Q5 Abstract Submission Content

Your abstract should not exceed 500 words.

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 following headings:
- Introduction
- Main Body
- Conclusion

References:
- References are optional and should be listed in the separate box in the abstract submission and should not exceed 200 words
- Should be relevant and useful and adhere to the Vancouver reference style
- A maximum of five references will be accepted
- References should be complete and correct – including full author name, date, correct full title, place of publication and publisher name.
- 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:

- Subject
- Originality
- Reflective Quality
- Relevance to the multi-professional team
- Overall Impressions