Intensive Care Society

SOA23 CONGRESS

ABC of ICM
Abstract Submission Guidelines
Deadline for submissions: Sunday 26 February 2023, 11:59pm (GMT)

ABC of ICM needs you! The Intensive Care Society are once again in search of fantastic, bite-sized talks from the whole multiprofessional team to feature in our hugely popular educational **ABC of ICM sessions** at SOA23, taking place in Birmingham on 27 - 29 June 2023.

We invite anyone from any profession within ICM or beyond with a passion for their specialist subject to submit a proposal for presentation. Each submission can cover any ICM topic for up to 10 minutes, with a maximum of 10 slides. The video and subsequent talk should deliver sound factual educational content to supplement the foundation of current clinical practice. Presenters are also encouraged to supply references as supplementary reading for attendees to complement their learning.

Examples of previously successful submissions include:
- Assessing the altered airway – Dr Anna-Lisa Sutt, Specialist in Speech and Language therapy
- Animal Assisted Intervention – Lyndsey Uglow
- Renal transplant Patients on the ICU – Dr Ricky Bell, Consultant intensivist and Nephrologist

The authors of the top 10 video submissions will be invited to give a 6-minute presentation (4-minute presentation with 2 minutes for questions) at SOA23 in Birmingham. All submissions deemed to be of suitable standard will be made available for delegates to view over the course of the congress on a virtual platform.

Eligibility: Anyone from across the specialty within any profession may submit a talk.

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 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 Sunday 26 February 2023.**

Submission agreement
- If accepted the presenting author must register and pay to attend the 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 Failure to register by this date may result in your presentation being withdrawn from the congress programme.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 (as applicable).

Key deadlines

26 February 2023	Submission deadline
w/c 17 April 2023	Submitting authors notified of the outcome of the submission
28 April 2023	Successful submitters to confirm acceptance of their place
30 April 2023	Early bird registration deadline
26 May 2023	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.

Other information
You will receive an email confirmation that your submission has been received, indicating the abstract submission ID which it has been allocated. 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.

Q1 Submitter contact details
Please enter the contact details of the person submitting the recording. 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. Once completed click Add to proceed to the next page.

Q2 Title
Your suggested title should be succinct yet clearly describe the recording. 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 submissions 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 will ensure that I adhere to all stipulated requirements, including ensuring any patient permissions have been gained, 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 present at the event, the presenting author must register for a three-day in-person ticket for the appropriate attendee category (at the time of the event)."

Q4 Authors
Please enter the main author associated with this abstract. Co-authors are not required.

Q5 Summary of submission and video recording
The summary of your session should not exceed 150 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 are not permitted.

Video recording
Your recorded video should be 10 minutes long (max) and can cover any clinical topic within ICM, with a focus on delivering sound factual content that forms the foundation of current clinical practice. Please upload your video as an MP4 file, 16:9 landscape format, maximum file size 10MB.

Talks can be easily recorded using PowerPoint. Click here for instructions.

To upload your pre-recorded video please scroll down to Supported Files at the bottom of the page and click on the Upload button. Please note, it can take some time to upload large files. Ensure that the video upload is complete <u>before</u> proceeding to the next page.

References
References to supplementary reading material for attendees to complement their learning should be included
- References are optional and should be listed in the separate box in the abstract submission and should not exceed <u>200 words</u>
- 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
Reviewers are asked to mark the submissions, on the basis of the judging criteria listed below. It is the responsibility of the person submitting the recording to ensure that the submission addresses the following criteria:
- Content - exam/curriculum relevance
- Credibility
- Overall Impressions