

# *GP18 abstract submission guidelines*

## *15 min, 30 min, 1 hour oral sessions and posters*

The GP18 Scientific Committee is pleased to announce that abstracts are now open for GP18 which will be held at the Gold Coast Convention and Exhibition Centre from 11 – 13 October. GP17 attracted the largest number of abstract submissions for a RACGP Conference to date and over 2000 attended. GP18 is the event to have your research or abstract heard by your general practice peers.

Whilst submissions that cover all topics are welcome, those that address the key themes of GP18 will be given priority.

### **Before submitting**

Please read through the following pages for valuable information regarding the abstract submission process.

- Abstracts will only be reviewed by submitting through the online portal using the GP18 abstract template.
- Including headings and references submissions may be a maximum of 300 words.
- A brief summary is requested to be displayed in the conference app. It can be a maximum of 40 words.
- Abstracts must be submitted in English.
- All abstracts must be original work.
- The abstract must contain text only, no diagrams, illustrations, tables or graphics.
- If your abstract is sponsored, please ensure you read the [QI&CPD guidelines](#).
- If applicable, authors and/or presenters must declare conflicts of interest when submitting.
- Authors and co-authors are encouraged to supply a short biography (maximum 100 characters).
- Abstracts must be submitted in Microsoft Word format using the GP18 abstract template. Please leave headings as indicated and in the same order.
- The GP18 Scientific Committee reserves the right to accept and decline abstracts for inclusion in the program and allocate to a presentation type that may not have been initially specified by the author/presenter. The Scientific Committee also reserves the right to alter presentation times.
- The conference organisers will not be held responsible for submission errors caused by internet service outages, hardware or software delays, power outages or unforeseen events.
- It is the responsibility of the presenting author to ensure that the abstract is submitted correctly.
- Submitters/Presenters will receive notification of the outcome of their submission from 30 April 2018.
- Where there are co-authors, only one abstract is to be submitted. The submitter is responsible for ensuring the co-authors agree with and are aware of the content before submitting the abstract.
- An abstract which does not adhere to these requirements may not be considered or accepted.
- Presenting authors must register and pay for their registration for the conference by 13 July 2018; otherwise the presentation may be removed from the program.
- Presenters/authors are responsible for arranging and paying their travel and accommodation.

To ensure you follow the correct format, please download and use the template.

## Streams and subthemes

You are to identify which stream/Topic is most relevant to your abstract.

### 1. Healthy GP

- Your health and well-being
- General practice systems and quality
- Special interests in general practice

### 2. Healthy patient

- Clinical conditions and skills
- Healthy families
- Vulnerable groups
- Challenging patients

### 3. Healthy community

- Rural health
- Indigenous health
- Refugee health
- Public health

### 4. Healthy nation

- Workforce issues
- Environment and medicine
- Politics in general practice
- Telehealth

### 5. Healthy future

- Teaching and training in general practice
- Innovation in general practice
- The future of general practice
- Technology

### 6. Other

Should you wish to submit an abstract which does not specifically fit within one of the subthemes, you may select the "Other" option. The Scientific Committee will review these abstracts to determine their suitability for the conference program. Thank you for your interest.

***Active learning modules (ALM) and clinical workshops are managed separately from this online process.***

## Groups or areas of interest

To assist in creating a stimulating program, you are asked to indicate if your abstract would appeal to one or more of the following groups or areas of interest.

- Medical student
- Resident/intern
- International Medicate Graduate
- Registrar undertaken GP training

- New Fellow (Fellowed in last 5 years)
- Mid-career (6-35 years post-Fellowship)
- 35+ years post-Fellowship
- Research
- Training

## Presentation types

All abstracts are to be presented as either a 15-minute, 30-minute, one-hour oral session. This includes an allocated question time at the end of the presentation. Additionally you may submit to present a poster only. Posters will be displayed in the exhibition hall.

All oral presentations rooms will be set either theatre or classroom style with lectern, microphone, projector and screen and remote clicker provided as standard audio visual equipment. Additional items can be requested via the abstract submission form.

Abstract submissions should clearly state the background, aims, method, results and conclusion. References should be indicated when applicable.

### 15 mins

Will be allocated 10 minutes for their presentation with an additional 5 minutes for questions

### 30 mins

Will be allocated 25 minutes for their presentation with an additional 5 minutes for questions.

### 1 hour

Will be allocated 55 minutes for their presentation with an additional 5 minutes for questions.

### Posters

Must be portrait orientation with the preferred size either A0 or B0.

## Program scheduling

Presenters are expected to be available to present at any time throughout the conference. Any request to alter the allocated time slot will be considered on a case by case basis. Changes will only be considered should it respect the integrity of the conference education program.

Posters will be permanently displayed throughout the conference in the exhibition hall. They will not be facilitated, however, if possible, you are encouraged to remain near your poster during break times should you wish to elaborate on your subject matter.

## Conflict of interest and disclosure

The RACGP takes the view that any potential conflicts of interest must be recognised and stated. If there is doubt about the existence of a conflict, it is preferable to err on the side of disclosure. The intent of the disclosure is not to prohibit speakers from presenting, but rather to inform the audience of any possible bias that speakers may have.

Conflicts of interest (COI) are common and some would say almost inevitable. COI are secondary interests (eg. personal, commercial, political, academic or financial) that may influence judgements of the audience receiving the presentation. COI have been described as those which, when revealed later, would make a reasonable delegate feel misled or deceived. Financial interests may include

employment, research funding, sponsorship, stock or share ownership, payment for lectures or travel, consultancies, company support for staff commissioning/funding/ sponsoring of any element of the paper, any financial or potential financial benefit, or PR firm involvement. This is not an exhaustive list of potential conflicts, rather an indication of the range of potential conflicts of interest.

Disclosure must be done verbally and displayed in writing on a slide at the beginning of a presentation. It may also be included in written conference materials.

## GP18 awards for outstanding presenters



The RACGP Foundation has a proud tradition of supporting general practice researchers and is delighted to offer two awards to outstanding presenters at GP18. We actively encourage general practice researchers to apply as our grants and awards acknowledge the vital contribution general practitioners make in furthering medical advancements within the community.

When submitting your abstract, please indicate if you would like to be considered for any of the following awards.

### RACGP Alan Chancellor Award 2017

The Alan Chancellor Award is presented each year to the GP considered the best first time presenter of a research paper at the RACGP annual conference. The prize is \$500 and an engraved medallion is presented in memory of Dr Alan Chancellor, a founding member of the RACGP National Research and Evaluation Ethics Committee.

### Peter Mudge Medal 2017

The RACGP Peter Mudge Medal was established in 2011 to honour the work and commitment of Professor Peter Mudge to general practice and research. The medal is awarded annually to a presenter at the annual RACGP Conference who has advanced the discipline of general practice and the goals of the College and whose original research has the most potential to significantly influence daily general practice. The prize is \$500 and an engraved medallion is given in the name of Professor Peter Mudge.

## Key dates

- Abstract submissions open - 13 November 2017
- Abstract submissions close - 4 March 2018
- Submitters notified of submission result - From 30 April 2018
- GP17 registration opens - May 2018
- Early-bird registration closes - 13 July 2018
- Presenting authors to complete registration - 13 July 2018
- Standard registration commences - 14 July 2018

- GP18 ALM day - 10 October 2018
- GP18 - 11-13 October 2018

**Presenting authors must register and pay to attend GP18 by midnight (AEST) on 13 July 2018 or their presentation may be removed from the program.**

## **Review Criteria**

Abstracts will be peer reviewed in accordance with the following review criteria. There will be five scored questions which will determine the overall rating of the abstract. Reviewers will have the opportunity to provide comments regarding the abstract.

1. **Relevance (3 points).** Is the abstract relevant to the overarching conference theme, streams and topics?
2. **Content (5 points).** Is the topic pertinent and of value to General Practice?
3. **Validity (5 points).** Does the abstract demonstrate evidence of research rigour, scientific process or experience based support?
4. **Quality (5 points).** Is the abstract well written and easily understood? Has the author adequately outlined the background, aims, method, results and conclusion?
5. **Engagement (2 points).** Does the topic have the potential to attract delegates and incite discussion?

Furthermore, an additional two indicative questions will be considered by reviewers to assist in building the education program. These questions do not affect the overall rating of the abstract.

1. **Completed work.** Is the abstract based on completed research or verified findings?
2. **Innovation.** Does the abstract present new and/or innovative content?

## Abstract templates

Abstracts must be submitted through the abstract management portal and may not be accepted via email. All abstracts must be submitted using the GP18 template relevant to your presentation type, available to download in the “Example Template(s)” section of the portal. Only completed abstracts will be considered so please be sure to complete all applicable information requested in the template.

### Final abstract title

Author: **Presenter/author**<sup>1</sup>,

Co-authors: Second presenter/author<sup>2</sup>, Third presenter/author<sup>1</sup>, etc.

<sup>1</sup> Affiliation Organisation

<sup>2</sup> Affiliation Organisation, etc.

\* **Bolded** names indicate a presenting author

The 300 word count maximum (250 words maximum for research abstracts) is according to the attached Microsoft Word document which includes headings and references. Also, be sure to delete the first paragraph. The following headings will be required for all oral session, short paper and poster presentation submissions:

- Background
- Aims
- Method
- Results
- Conclusion
- References

**Please note: changes cannot be made to abstracts once they are submitted. Please use the ‘save draft’ function if your abstract is not yet finalised.**

Should you have any questions or difficulties please contact the RACGP Events Team via [events@racgp.org.au](mailto:events@racgp.org.au) or telephone. 1800 472 247.