

**Conference 2020 theme – Enhancing your practice, building your toolkit.**

**Guidelines for Submission of Abstracts to Social Care Ireland Conference.**

Please **read the following guidelines carefully** before submitting an abstract, as failure to comply with the submission guidelines may result in the abstract being rejected.

Presenters will be accountable for delivering the presentation/workshop **within the timeframe** advised and along lines agreed with the session chair.

Please include a fully completed **coversheet** when submitting an abstract. Incomplete coversheets will be returned, which will delay the processing of your abstract. Please use only Microsoft Word for both the coversheet and abstract. Please include your name in the filename when submitting your abstract – eg. Joe Bloggs SCI con abstract.

**Contact and organisation arrangements.**

The Social Care Ireland Conference Organising Committee will contact the corresponding author to inform them of the decision regarding acceptance or decline of the abstract.

**Please note - No discount is available to presenters for day or residential tickets for attendance at the Conference and presenters must ensure they have registered for the conference no less than one week prior to the conference.**

Where an abstract is accepted, presenters must confirm by email their acceptance of the place to present at the SCI Conference within one week of receiving this invitation email. In the absence of confirmation, the place will be offered to another presenter(s).

Accepted presenters will be allocated a date and time slot within the conference timetable. Please note the logistics of conference organisation mean that it is rarely possible to accommodate preferences or changes and it is certainly not possible to accommodate requests in the weeks running up to the conference.

Accepted presenters must contact the organising committee if at any point they will not be able to attend the Conference. This is a highly undesirable situation and should only arise in **exceptional circumstances.**

Presenters must email a copy of their presentation to [socialcareirelandcon@gmail.com](mailto:socialcareirelandcon@gmail.com) one week prior to the conference. This is to ensure that presentations are uploaded onto the relevant laptops and/or that they can be tested in advance to minimise the possibility of technical issues arising on the day. Please note audio-visual and other details should be clearly noted on the cover page (see below) that must accompany the abstract submission.

If presenters accept an invitation to present at the Conference they also agree, unless requested otherwise, to their presentation being made available through [www.socialcareireland.ie](http://www.socialcareireland.ie) after the Conference.

Presenters may be invited to submit a paper on their workshop or presentation to be published in Conference proceedings after the Conference.

The Social Care Ireland Conference Committee reserve the right, without explanation, to reject or accept an abstract and/or suggest changes and/or placement in a different category type.

**Abstract deadline for 2020 conference – 5pm, Friday 10th January 2020.**

For any queries relating to the conference please contact [socialcareirelandcon@gmail.com](mailto:socialcareirelandcon@gmail.com)

Abstract coversheet (must be completed in full).

Name of presenter(s):

Contact email:

Contact phone number:

Title of presentation.

Category of abstract (delete as appropriate).

A – research related.

A – research related post-graduate.

B – Practice/policy related.

C – Interactive workshop.

Presentation or workshop requirements.

A – room set up style, eg. class room, workshop.

B – AV requirements.

C – other (eg. flipchart, Wifi etc).

Concise biography of presenter(s) – 80 -120 words.

\**Social Care Ireland will endeavour to meet presentation/workshop IT/AV or other requirements that are advised well in advance of the conference. However, the Committee is constrained by the resources available to it and the resources available at the location. The Committee therefore advise the following –*

*Presentations should be in powerpoint only.*

*Presentations should not require internet access.*

*Presenters, particularly MAC users, should ensure that they have the necessary adaptors (usb, HDMI, RGB) for multiple types of projector).*

*Presenters should bring a copy of the presentation on a portable memory device.*

**Choosing a Category for submission of Abstract**

Please choose one category only from the following list:

1. **Category A:** Research related (please indicate if submitting to the post-graduate stream).
2. **Category B:** Practice/policy related issue or topic
3. **Category C:** Interactive workshop

Please **ensure you read** the below carefully to determine which category is most appropriate for your submission. Abstracts must be in line with the category guidelines.

1. **Research related – including post-graduate research abstracts. Please note post-graduate on the cover sheet if submitting for that category.**

This category invites submissions to present original and innovative research. **There are 30 minutes allocated for each presentation.** Presenters should allow 25 minutes for presentation and 5 minutes for questions and answers.

Your abstract submission should be between 400 - 500 words and must clearly outline;

* **Background:** Purpose and objectives of the research and a description of the problem that was analysed or evaluated.
* **Methods:** Including as appropriate the study period / setting / location, study design, study population, data collection and method(s) of analysis used.
* **Results:** The findings /outcomes of the study should be clearly summarised, including any specific results/findings.
* **Implications:** Explain the significance of findings / outcomes of the study and potential future implications.
* **Ethics –** confirm that ethical approval was granted in advance of the study by a relevant authority.

Please note, insufficient detail in any of the above areas will mean the abstract will be returned for clarification(s), which will delay processing of your abstract submission, or it may be rejected outright.

1. **Practice/policy related topic**

This category is most appropriate for practice and practice related topics such as specific issues, challenges or opportunities emerging for a sector relevant to service delivery, service user needs and/or professional practice. **Presenters should allow 35 -40 minutes for presentation, with 5 to 10** minutes for questions and answers.

Your abstract submission should not exceed 700 words and must clearly detail;

* **Context:** Provide details of the background or context of the issue or topic.
* **Action:** Describe programmes, interventions, case studies, policy or advocacy impacts, or new resources that can enhance service delivery and/or professional practice.
* **Outcome:** Identify learning outcomes through this process that may enhance service delivery, outcomes for service users and/or professional practice. Please note, delegates frequently decide which presentation to attend based on the learning outcomes provided.

Please note, insufficient detail in any of the above areas will mean the abstract will be returned for clarification(s), which will delay processing of your abstract submission, or it may be rejected outright.

1. **Interactive Workshop**

Abstracts are invited to deliver an inter-active workshop that aims to build skills, knowledge or values/attitudes on a specified theme. **There are 90 minutes allocated for each interactive workshop.** Presenters should aim to deliver a workshop over 75 minutes with between 10 to 15 minutes allocated for questions and answers.

Abstracts for interactive workshops must not exceed 1000 words and must clearly outline;

* **Aim of Workshop:** An overview of what participants will have completed by the end of the workshop. This should capture the purpose of the workshop and will identify succinctly for reviewers the topic of the workshop.
* **Learning Outcomes:** outline clearly the specific learning outcomes for participants. These learning outcomes must communicate what knowledge, skills or learning it is intended that participants will gain from attending this workshop. Please keep in mind that participants frequently consider the learning outcomes when making decisions around which workshop to attend.
* **Workshop Delivery:** Must briefly outline the methodology used for delivery of the workshop. **Remember this is an interactive workshop,** which means the delivery of the workshop will be an essential consideration for reviewers\*.

*\*The organising committee may request applicants for inter-active workshops to meet with relevant committee members to present further information about the workshop before a final decision is reached.*

Please note that to facilitate the timetabling of parallel presentations/workshops of different lengths the timetable is divided into equal 90 minutes slots. For example, if you are delivering an interactive workshop, the slot allocated will be 90minutes. If delivering a practice/policy presentation you will be one of two presentations (45mins each) in a 90 minute slot, while if delivering a research presentation (30mins each) you will be one of three presentations in a 90minute slot.

You will be notified of the timetable slot you are in in advance of the conference, but the order of presentations within that slot will be agreed on the day.

**Review Criteria of Abstracts**

Abstract authors should keep in mind the following criteria while preparing their submissions.

1. Responsiveness to the overarching theme of the Conference.
2. Will the topic be of interest to social care students, workers, managers and/or educators?
3. Does the abstract and presentation/workshop meet high professional quality standards?
4. Does the abstract focus on principles, approaches, methods, practices and/or research that may help in the professionalisation of social care and contribute to enhanced capabilities?
5. Is the proposed contribution likely to generate a fruitful debate through the dissemination of new ideas, research or innovative practices that can advance the social care profession?

**Typical reasons for Abstract Rejection:**

1. Abstract submitted does not adhere to format required.
2. Topic does not relate to the Conference theme.
3. Abstract poorly written and/or insufficiently detailed.
4. Clear objective, rationale and/or hypothesis missing.
5. Methods (either quantitative or qualitative) inadequate and/or insufficient to support conclusions, sample size not noted.
6. Summary of essential results inadequate and/or missing.
7. Linkage between different parts of the abstract not comprehensible.
8. Concern around the manner or extent to which ethical issues were dealt with.

Please note the Conference Committee receive a large number of abstracts each year and certainly more than can be accommodated. As such, not all submissions will be accepted and being unsuccessful on one occasion should not dissuade future submissions.

**Summary of key points for Abstract Submission**

1. Are the abstract and cover sheet in Microsoft Word format, with your name in the file name.
2. Is the abstract within word limits and sufficiently detailed in each of the areas required?
3. Is there a completed coversheet, which includes up-to-date contact details and clearly identifies one category under which the abstract will be reviewed?
4. By submitting an abstract, you are agreeing, unless otherwise requested, to the publication of this abstract in a Conference programme that will be made available online through [www.socialcareireland.ie](http://www.socialcareireland.ie) to delegates. Please note that no changes to abstract submissions will be accepted after the submission deadline.
5. The deadline for submission of abstracts is **5pm Friday 10th of January, 2020.**
6. Abstracts must be submitted to[socialcareirelandcon@gmail.com](mailto:socialcareirelandcon@gmail.com)
7. **An acknowledgement of receipt of the abstract will be sent.** It is the responsibility of the presenter to ensure that the abstract has been received. If no acknowledgement of abstract submission is received in a reasonable time period (ie. one week), this may mean that the abstract has not been received and cannot be considered. In such instances, you should follow up to ensure the abstract has been received. Please note, confirmation of acceptance/rejection will take longer than one week.