



The Unite-CPHVA Annual Professional Conference Call for Papers process is designed to allow practitioners, academics and students from across the UK and overseas to showcase research, innovation and best practice.

Who should enter?

We are looking for projects or individuals to show demonstrable outcomes with lessons which are transferable to other colleagues. You do not have to be an expert in data collection, statistical analysis or large scale service redesign but your entry should demonstrate 'who, what, why, where and how'. Whether you have implemented a small project to improve outcomes for a couple of clients or been involved in integration across your health economy, we want to hear from you.

How to enter

- Choose which topic(s) you wish to enter your abstract for.
- Read the rules of submission carefully.
- Download the entry form.
- Complete the entry form and save as a pdf. Remember that the entry form must be anonymous.
- Submission type: Please select either of the following options
 - Paper: Successful submissions will be allocated a 15-20 minute time slot on the day to present your paper. All paper submissions will be automatically entered for poster presentation.
 - Poster: Successful poster submissions will be given space at conference to showcase a maximum 95 x 130cm portrait style poster which will be judged by the CPHVA Education and Development Charitable Trust.
- Proposed submission title: 20 words max. Please ensure that this clearly demonstrates the purpose of your submission as this will be how the session/poster is listed in the programme if you are successful.
- Abstract: (100 words max) Please summarise your work in no more than 100 words, this will be used on the conference app if your abstract is successful.
- Summary: (500 words max) Please describe your work in no more than 500 words. This summary will be used by the judges to score the paper and should be mindful of the judging criteria below.
- A maximum of 5 key references may be included in addition to the 500 word abstract.
- Write a 100-word biography about yourself in a separate document and have it ready to upload.
- Have your CPHVA membership number ready.
- You will be asked to upload a high-resolution digital photo of yourself when submitting your documents – please provide this at the time of entering.
- Register and upload your submission online by clicking on the 'enter now' button and upload your completed entry form when requested.



- Name: Please enter your full name, as you would like it to appear on the programme if successful.
- Job Title: Please enter your job title as you would like it to appear in the programme if your submission is successful.
- Company/Project: Please enter your employer/affiliation/project name as you would like it to appear in the programme if you are successful.
- Contact details: Please enter a valid email address and contact phone number. You will receive an automated email within 24 hours to confirm that your submission has been received. Successful submissions will be notified by email.

Rules for submission of abstracts

- If you are submitting a paper for consideration, you must be available to speak at the conference at the time given.
- The word count for all submissions is 500 words, any content over this word count will not be considered. *A maximum of 5 key references may be included in addition to the 500 word abstract
- Please do not upload full papers or longer abstracts, these will be automatically disqualified.
- All abstract submissions must use the pdf entry document that can be downloaded.
- Abstracts can be submitted for more than one topic if relevant.
- We cannot guarantee that all research papers can be printed in full.
- All entrants will be notified by 8 June if they have been successful.
- We cannot provide individual feedback on any of the submissions.
- Due to the number of paper and poster presenters we cannot re-reimburse expenses for travel or accommodation at the conference.

Top tips!

- Preparation. Make sure you read the entry criteria, the questions you need to answer and the entry rules before you start to complete your entry. This way you will answer the questions being asked and not the questions you think are being asked.
- Time management! Make sure that you allow yourself plenty of time to both consider and develop your submission.
- If your submission paper is not anonymous we cannot guarantee that it will be marked.
- Think about your audience. Consider who will be reading your entry. The judging panel is made up of a cross section of experts and they may not have come across technical jargon specific to the area you operate in, so avoid it if it's not needed.
- Shout loud and clear about your achievements. Share your knowledge, experience and expertise with your peers.
- Word count. Make sure you stick to the word count – use the word count function.
- Proof reading. Use spell-check and get someone else to proof-read your finished entry to check that it makes sense!
- Ensure that your entry form is anonymous or it will not be sent to the judges.



- Submit a great paper or poster! Presenting at the conference is a great way to raise your personal profile and your department's profile.

Judging and criteria

The papers will be rated according to the following factors. Please ensure that your abstract demonstrates clearly how you fit these criteria. In order to ensure that the judging process is fair, papers will be anonymised and reviewed on content alone. Please ensure that you do not include identifying details in the abstract which would allow the paper to be attributed to a known individual/project.

Relevance to conference

- The content/focus of the submission should relate to the audience of the conference. It may be relevant to the whole delegate profile or just a particular group (such as school nurses, CNNs, community practitioners, health visitors etc). Particular credit will be given to submissions which reflect the themes of this year's conference

Innovation

- Submissions will be judged for originality and innovation. Ensure that you indicate why and how you identified the need for your work and what is unique about your project/research.

Transferability

- Your submission should highlight how this project could impact other practitioners from around the UK. What lessons did you learn? Is this transferable or specific to your population?

Quality of Evidence

- Abstracts should demonstrate results oriented research and include a brief overview of purpose, methods used, and results in sufficient detail to support the conclusion. Your 'results' do not need to be quantifiable but may include testimonials. Where a project is still in the early stages, early findings/trends should be identified.

Next steps

Papers: Submissions will be judged by an expert panel selected from the Unite-CPHVA executive and conference planning committees. The submissions will be scored against each of the judging criteria.

Successful papers will be contacted by the Unite-CPHVA event team at Redactive and offered the chance to present their paper in one of the concurrent sessions during either day 1 or 2. In order to take part, you must purchase a ticket to attend conference.

Inspire sessions: Some submissions may be offered the chance to present their paper on the exhibition floor during a refreshment break.

Posters: successful poster submissions will be contacted by the Unite-CPHVA event team at Redactive. Posters will be presented and scored on either day 1 or day 2 of the event. In order to present a poster, you must purchase a ticket to attend conference.