



College of Psychiatrists  
of Ireland

Wisdom • Learning • Compassion

## CALL FOR ABSTRACTS

WINTER CONFERENCE  
15<sup>th</sup> & 16<sup>th</sup> NOVEMBER 2018  
The Brehon Hotel/INEC, Killarney, Co Kerry

The College of Psychiatrists of Ireland invites abstract submissions from all non-consultant psychiatrists for Poster and Oral Presentation. Some consideration can be given to submissions from medical students and interns. Submissions by consultants will be considered on a display only basis subject to availability. Applicants will be informed whether their abstract has been accepted or not before Friday 28<sup>th</sup> September. The posters will be displayed over both days.

### Requirements for submitting your abstract:

1. Please complete the online abstract submission form strictly before 5pm on Thursday, 6<sup>th</sup> September 2018. Late submissions will not be considered.
2. Abstracts must be in English.
3. You must complete all fields in Section 3 of the submission form.
4. The following information must be included on the submission -
  - The full name of the presenting author
  - Your current appointment & place of work address (*this information will be displayed on the programme if you are invited to present*)
  - Daytime telephone number
  - All co-authors, their place of work and their email address
5. By submitting your abstract, you are confirming that all co-authors have approved the submission, they agree to your abstract being presented at the conference and appearing on the College website.
6. The abstract should not contain bibliographic references, tables or appendices
7. The abstract should be approximately 300 words but no more than 400 (count not including title/authors/declarations)
8. You must make a declaration indicating all sources of financial sponsorship of the study.
9. You must declare if ethical approval has been granted for this study. If so, state which Ethics Committee and date of approval. NOTE: Ethics approval is required for all research studies
10. If the abstract relates to clinical audit, you should indicate if permission to carry out the audit and present results has been given by the relevant clinical director/health care manager.  
NOTE: Permission is required for all clinical audits
11. If the abstract involves a case report, you must declare if the patient has given consent.  
NOTE: Consent is required for all case studies.
12. Please declare if you have previously submitted the same data set elsewhere and state where it was presented.

Please note that all submitted abstracts will be subject to a selection process based on the above requirements. If your abstract does not meet these requirements, your abstract may not be selected for presentation.



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### If you are invited for poster presentation:

- I. The size of the poster board that you will be allocated is 1189mm vertically x 841mm horizontally (A0 portrait size). You poster should be Portrait.
- II. The presenting author must be a registered participant at the conference on Thursday or Friday and be available for questions on their work at agreed times on this day. All presenting authors must register for the conference before close of business on Wednesday 10<sup>th</sup> October.
- III. There may be only one presenting author for each poster submission however all co-authors will be credited on the conference programme.
- IV. The poster should be a text size that will be easily legible from a short distance. Bar Charts, pictures etc. are an interesting addition.
- V. Adhesive Velcro for mounting the presentation onto the board will be provided.
- VI. You will be responsible for mounting your presentation and removing it at the end of the day/conference. We are unable to return posters to presenters if they are left behind at the end of the meeting.
- VII. The content of the presentation must reflect the summary of information given in the abstract.
- VIII. The declarations numbered 8 to 11 above must be included on your poster

### If you are invited for oral presentation:

- I. You must register for the conference (no registration fee applies) before Friday 5<sup>th</sup> October and be available to present on Thursday 15<sup>th</sup> November
- II. You will be allocated a 15-minute time slot which includes time for questions
- III. Your PowerPoint presentation must be received before close of business on Friday 9<sup>th</sup> November

#### PROFESSIONAL COMPETENCE SCHEME - LOGGING CPD CREDITS

Time spent on research & preparation of poster / oral presentations should be logged as **Research CPD credits** in your CPD Diary (in the Research/Examining/Postgraduate Supervision & Teaching CPD category.) 1 credit per hour of activity



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