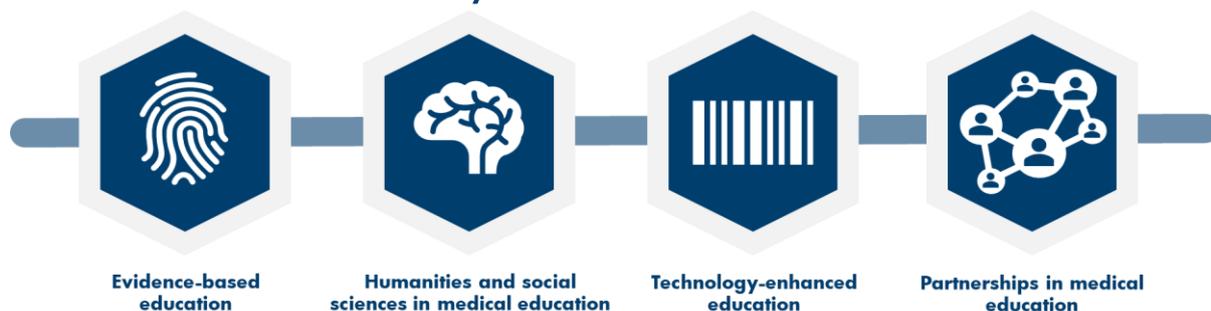


# ABSTRACT SUBMISSION GUIDELINES

## Key conference themes:



## Conference Secretariat contact details:

Transform MedEd 2020  
c/o In Conference Ltd  
Q Court, Quality Street, Edinburgh, EH4 5BP

 +44 (0) 131 336 4203

 [transformmeded2020@in-conference.org.uk](mailto:transformmeded2020@in-conference.org.uk)

 [www.transformmeded.org](http://www.transformmeded.org)



# GENERAL GUIDELINES AND KEY DATES

## Submission online portal

To submit an abstract, you need to log in into the Online Workshop Submission Portal.

- [Workshop Submission Portal](#)

You can log in multiple times to complete your submission(s). Please remember to take a note of your password. If you forget your password please email: [transformmeded2020@in-conference.org.uk](mailto:transformmeded2020@in-conference.org.uk) or tel: +44(0)131 336 4203.

## Submission Deadline

The deadline to submit an abstract for Transform MedEd 2020 is Monday, 16 September 2019 at 12 noon (BST). You need to ensure you have completed the submission process before this date. Any submissions in the draft status will not be considered for review. You can edit and revise abstracts within the draft stage.

## Notification to Authors

Authors will be notified about the outcome of their submissions on Friday 15<sup>th</sup> November 2019.

## Payment

There is no fee for making a submission. If your submission is accepted for presentation, then you will be required to attend the conference and pay the conference registration fees. Further information will be sent when authors are notified of the outcome of their submission on Friday 15<sup>th</sup> November 2019.

## Workshop Abstract Format

The word limit for each abstract is 400 words. You can submit one table or figure per abstract. All abstracts must be submitted using the relevant abstract template. Please ensure the correct template is used for the correct abstract type. All abstracts must be written and presented in English.



# SUBMISSION PROCESS

## Accessing the portal for the first time

All abstracts will be submitted through the Online Workshop Submission.

- [Workshop Submission Portal](#)

If you are accessing the Portal for the first time, you will need to create an account. To do so, click on the “Create New Account” button on the right. After you have created your account, you will need to provide your contact details on the “Update Contact Information” tab on the top of the page. You must complete this step to submit an abstract.

## Logging Back into your account

If you have already created an account and saved your abstract as a draft, or if you wish to submit another abstract, you can log back in by providing your email address and password. Please note that you will only be able to log in to edit your abstract before the submission deadline date of Monday 16<sup>th</sup> September 2019 at 12 noon (BST)

## Submitting Your Abstract

There are 7 steps to complete to submit your abstract. At any time in the process you can click the “Save As Draft” button at the bottom of each page. This will allow you to save your incomplete submission and return to it later. Please note that abstracts in the draft stage will not be considered for review and must be completed before the submission deadline of Monday 16<sup>th</sup> September 2019 at 12 noon (BST)

### Step 1: Title

Provide the title of your submission. The title should be appropriate, meaningful, clear and concise, avoid subtitles if possible. Do not use capital letters or abbreviations or acronyms in the abstract title.

### Step 2: Presentation Theme

Please select the key conference theme which best fits your abstract submission form the following:

- [Evidence-based education](#)
- [Humanities and social sciences in medical education](#)
- [Technology-enhanced education](#)
- [Partnerships in medical education](#)



For more details on the key conference themes and sub-themes please visit [www.transformmeded.org/conference-themes.html](http://www.transformmeded.org/conference-themes.html)

### Step 3: Authors and Affiliation

Please list all authors and their affiliations.

To add an affiliation, indicate all the necessary information and press “Add Affiliation”.

Take a note of the number of the affiliation, as you will need to add the number to the applying authors.

Add the author details and click “Add Author”. Please only provide the affiliation number for each author, e.g. “1”, if you type in the affiliation title the system will not allow you to submit your abstract. If an author has multiple affiliations, please indicate this through a comma, e.g. “1,2”.

Please note that you can only select one author as the presenting author. You can indicate the presenting author by ticking the “Presenter” box on the relevant author.

### Step 4: Workshop Abstract Content, Keywords and Author Email Addresses

#### Abstract Content

Enter the content of your abstract. Please ensure you adhere to the word limit of 400 words. All abstracts must be written and presented in English.

If there are any special characters you need to use, please use the “Special Character Keyboard”.

If you wish to add a Table or Figure to your abstract, you can upload this here. Please do not upload PDF’s, Word or Excel documents. We recommend you upload a picture of your figure or table.

#### Keywords

You also are asked to submit a maximum of 4 keywords that best describe your submission. Separate these through a comma, e.g. education, patients, ...



### Author Email Addresses

Please provide contact email addresses for all named authors, please ensure you receive consent from them to do so, the email address will only be used in relation to Transform MedEd 2020 and not shared with any third party.

### Step 5

Please provide details in this section on the following items:

- Minimum or maximum participant numbers
- Space/room set up requirements
- Audio Visual Requirements to run workshop

### Step 6 & 7: Review and Submission

The Summary section will show what you have submitted and what information is still required before you can submit your abstract. You can save your submission as a draft and complete it at a later stage.

If you are ready to submit your abstract, you need to agree to the Terms and Conditions and click "Submit".

Please note that once you submit your abstract, you will not be able to edit it anymore. If you require to make any changes please contact the Conference Secretariat by email: [transformmeded2020@in-conference.org.uk](mailto:transformmeded2020@in-conference.org.uk)

### Proofreading

We will print your abstract from the version supplied by you. It will be printed exactly as submitted which means that any errors or spelling mistakes will show. Please proofread your submission very carefully.

### Amending an abstract

You can edit and revise your abstract before this is submitted by logging into the Abstract Submission Portal and selecting the abstract you wish to amend. Please note that there will be no amendments possible after you submit the abstract.

### Withdrawing an abstract

If you want to withdraw an abstract, please contact the Conference Secretariat [transformmeded2020@in-conference.org.uk](mailto:transformmeded2020@in-conference.org.uk)



# ABSTRACT REVIEW AND PUBLISHING

## Review Panel

Each abstract will be reviewed by a minimum of 2 reviewers from the Transform MedEd 2020 Scientific Committee.

## Notification to Authors

Authors will be notified about the outcome of their submissions on Friday 15<sup>th</sup> November 2019. The notification will be sent to the submitting author only. Please do not call the office for details prior to this date should you have any queries regarding the outcome of your submission. We are only able to give information to the person who submitted the abstract.

## Publishing

All those submissions that are accepted for presentation will be published in the Transform MedEd 2020 Conference Book of Abstracts/Final Programme. We will print your abstract from the version supplied by you. It will be printed exactly as submitted which means that any errors or spelling mistakes will show. Please proof read your submission very carefully.

## Contact

If you have any questions, please contact the Conference Secretariat In Conference Ltd who will be delighted to answer any of your queries and to provide you with the necessary guidance to submit your abstract.

### Conference Secretariat

In Conference Ltd

Q Court, Quality Street, Edinburgh, EH4 5BP

 +44 (0) 131 336 4203

 [transformmeded2020@in-conference.org.uk](mailto:transformmeded2020@in-conference.org.uk)

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**We look forward to receiving your  
submissions for Transform MedEd 2020!**