



ASSOCIATION OF  
**AMBULANCE**  
CHIEF EXECUTIVES



**Abstract Submission Guide**

**Ambulance Leadership Forum**  
**National Conference 2019**

**19<sup>th</sup> March 2019**

**Chesford Grange Conference Centre**  
**Kenilworth, Warwickshire**

## **Presentation Submission Guidelines**

**Closing Date: Thursday 3<sup>rd</sup> January 2019 at 17.00 (GMT)**

**Can I make a submission?** The Association of Ambulance Chief Executives (AACE) invites abstract submissions to present at the Ambulance Leadership Forum on the 19<sup>th</sup> March 2019. The organisers are seeking to select 5 papers to be delivered by the authors to the conference. The presentations need to relate to service delivery and/or leadership within ambulance services and/or the paramedic profession and should be evidence based, preferably based on applicants' research activities. Successful applicants will also need to produce a poster about their work to be displayed throughout the event.

**Do I have to pay?** There is no fee for making a submission. If your submission is accepted for a presentation, then you will be required to attend the Forum.

### **Schedule**

<b>Activity</b>	<b>Date</b>
Abstract submission open	Monday 26 <sup>th</sup> November 2018
Deadline for abstract submission	Thursday 3 <sup>rd</sup> January 2019 (17.00 GMT)
Authors notified	Friday 25 <sup>th</sup> January 2019

## **Submitting an abstract**

### **A. Important Information**

1. Submissions to present an oral presentation must be submitted by email to J.Williams@herts.ac.uk
2. Text must be in double line spacing.
3. The file MUST be saved as a MS Word document.
4. Authors are allowed to use tables. Please note that table text will count toward your maximum word count of 400.
5. Images are not allowed as part of the abstract submission.

### **B. Preparation of Your Submission**

1. A “blind” selection process will be used. No identifying features such as names of employer, education institutions or cities may be listed in the title or text of the submission. Do not include the names of authors in the abstract itself. The names of authors should be included on the submission template, and will be removed before the submission is sent onto the reviewing team.
2. Presentations which have been presented to a substantially different audience, especially an international one, may be submitted for consideration.
3. The title should be as brief as possible but long enough to indicate clearly the nature of the study.
4. Abstracts considering original research should state briefly and clearly the aims, methods, results and conclusions of the work. The maximum word count is 400 words (not including the title) plus you need to include further information (maximum of an additional 50 words) as to why the content is relevant to service delivery and organisation and/or leadership in ambulance Trusts and/or the

Paramedic profession in wider settings. You need to use the following headings as in the template.

**Aims:** Clearly state the purpose of the study.

**Methods:** Describe your approach to the research clearly identifying the design.

**Results/Discussion:** Present your data in a logical sequence.

**Conclusion:** Clearly state the conclusion(s) of your study.

## **C. The Submission Process**

### **Submitting a new abstract**

1. All abstracts must be submitted, by email to:  
Julia Williams at J.Williams@herts.ac.uk  
by 17.00 Thursday 3<sup>rd</sup> January 2019
2. You should submit the abstract as a Word document, using the template provided in appendix A at the end of this guidance.
3. Please ensure that you have completed all fields on the submission template:

Please ensure that you check your abstract carefully before submitting to ensure it is the final version. Changes will not be permitted once the abstract has been submitted and you have received your confirmation email.

### **How are presentations selected?**

1. Abstracts are judged by an independent panel including managers, clinicians, and educators.
2. Your submission will be assessed using the headings in the template and overall for relevance to ambulance Trusts and/or wider areas of unplanned, emergency and urgent care. The preference will be for completed research but research in progress may be considered if you make your case within the abstract. To ensure these criteria are satisfied we strongly recommend you review the following points:
  - a. Does your abstract title describe the subject being written about?
  - b. What is the problem you address?
  - c. What method(s) do you use to research this problem?
  - d. What data have you produced / analysed?
  - e. What results/findings were identified?
  - f. Is your abstract relevant to the conference?
  - g. Is your abstract well written?
  - h. Does your abstract introduction engage readers by telling them what the paper is about and why they should read it?
  - i. Does your abstract make a clear statement of the topic of the paper and the research question?

- j. Does your abstract indicate the value of the results/findings and to whom will they be of use?
- k. Does your abstract describe the work to be discussed in the paper?
- l. Does your abstract give a concise summary of the findings?
- m. Does your abstract conform to the word limit?
- n. Have you completed the section explaining why your paper/poster is relevant to unplanned, emergency and urgent care and/or ambulance Trusts?
- o. Are you able to submit your abstract before the close of applications?

### **When will I hear about the outcome of my submission?**

We will write to everybody, by email, on the 25<sup>th</sup> January 2019 with details on the outcome of their submission. The outcome email will detail what happens next, guidance on preparing your presentation and what will happen on the day.

We are only able to give information to the person who submitted the abstract.

### **Final Guidance**

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

We require a short biography and profile picture at the time of submission as we will publish successful abstracts online on the Ambulance Leadership Forum website.

Should you have any queries relating to your abstract then please do not hesitate to contact Julia Williams on [J.Williams@herts.ac.uk](mailto:J.Williams@herts.ac.uk)

## **Presentation**

Five Abstracts will be chosen to feature via poster display AND the author invited to present their findings at the ALF conference. The audience number will be around 250 and will consist of senior leaders from across the UK ambulance services along with colleagues from the wider health economy, overseas guests and interested stakeholders.

## **Oral Presentation**

Each presentation slot is to be **10 minutes in duration** and no extra time is allowed. AACE will request draft slides/presentation material 2 weeks in advance of the conference to ensure compatibility with IT.

## **Poster Presentations**

The 5 selected presenters will be asked to take any Q&As alongside their posters during conference breaks.

## **Judging & Award**

Conference delegates will be asked to select their favourite paper/presentation from the 5 delivered. They will be guided to make judgement on a mixed criteria to include: Impact, Quality, Originality and Contribution to service delivery and provision of emergency and urgent care services.

A presentation to the winning author will be made on the day.

**Appendix A – 3 pages in total**

**Abstract Submission Template**

**Submission Deadline – Thursday 3<sup>rd</sup> January 2019 (GMT)**

<b>First Name</b>	
<b>Surname</b>	
<b>Email Address</b>	
<b>Organisation</b>	
<b>Address 1</b>	
<b>Address 2</b>	
<b>Post Code</b>	
<b>Contact No.</b>	

**Please place a Y in the box and agree to the following statements:**

I confirm that this abstract has been approved (as submitted) by all authors:	
I have read and agree to follow the relevant abstract submission guidelines:	
I understand that if my abstract is chosen for presentation that I am required to attend the conference:	



### **Abstract Submission Template**

*Please populate the below table with a short biography that you wish to appear in marketing material and event programme.*

<b>Biography (maximum 200 words):</b>

**PLEASE ATTACH A PROFILE PICTURE (HIGH-RESOLUTION) THAT YOU ARE HAPPY TO BE PUBLISHED**

## Abstract Submission Template

Please fill in the table below. Additionally, we have added a specific section where you need to describe the specific relevance of your abstract to Ambulance Trusts and or the wider arena of/ unplanned, emergency and urgent care (50-word maximum, which is additional to the main abstract allowance of 400 words). This is mandatory, and will be expected to be presented should your abstract be accepted. This can be in any capacity e.g. clinical, managerial, education etc.

**Title:**

*(Maximum 400 words)*

<b>Aims:</b>
<b>Methods:</b>
<b>Results/Findings:</b>
<b>Conclusion / Recommendations / Implications for Practice:</b>

**In addition, you are asked to write a maximum of 50 words highlighting:**

<b>Explain the relevance of your work to ambulance Trusts and/or unplanned, emergency and urgent care</b>