



Conference 2018 theme – Social Care: Working with abilities and strengths.

Guidelines for Submission of Abstracts to Social Care Ireland Conferences.

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.

Choosing a Category for Submission of Abstract

Presenters must identify the category under which an abstract is being submitted.

Please choose one category only from the following list:

1. **Category A:** Research Related
2. **Category B:** Practice/Policy Related Issue or Topic
3. **Category C:** Interactive Workshop
4. **Category D:** Poster Presentations (including undergraduate or post graduate research poster presentations)¹

¹ Please note that the submission date for Poster Presentations is different from parallel presentation abstracts.

Please **ensure you read** the below carefully to determine which category is most appropriate for your submission. All abstract submissions must be in line with the template provided. Please also **ensure to read** the details in relation to IT, AV or other requirements (see * abstract submission template).

1. Research Related

This category invites submissions to present original and innovative research. **There are 30 minutes allocated for each presentation.** Presenters should allow 20 - 25 minutes for presentation and between 5 to 10 minutes for questions and answers.

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

- **Background:** Purpose and objective of the research and a description of the problem that was analysed or evaluated.
- **Methods:** Including 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.

2. Practice/Policy Related Topic

This category is most appropriate for subjects relevant to practice 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 20 - 25 minutes for presentation and between 5 to 10 minutes for questions and answers.

- **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.

3. Interactive Workshop

Abstracts are being invited to deliver an inter-active workshop which 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 workshop over 75 minutes with between 10 to 15 minutes allocated for questions and answers.

Abstracts for interactive workshops 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:** Must outline clearly and 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.
- **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.*

4. Poster Presentations

Abstracts for poster presentations are also encouraged from social care workers in practice, social care manager or educators, as well as from undergraduate or postgraduate students. Poster presentations may relate to a practice related issues, research or critical literature reviews.

It is desirable that presenters will be available to attend and present their poster during the allocated time to delegates. If a presenter will not be available, they should arrange with a responsible individual for delivery, display and return of the poster. The Committee cannot act in the role of responsible person nor can they take responsibility of delivery, display or return of posters.

Please note that the deadline for poster submissions is different from the general abstract submission deadline. Completed poster presentations must be received before the **Friday 10th of February, 2018**.

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. Is the topic likely to be of interest to social care students, workers, managers and educators?
3. Quality: Does the proposal meet high professional quality standards?
4. Contribution to enhanced knowledge and skills: Does the abstract focus on principles, approaches, methods and practices that may help in the professionalisation of social care and contribute to enhanced capabilities?
5. Creativity and innovation: Is the proposed contribution likely to generate a fruitful debate through the dissemination of new ideas and innovative practices that advance the social care profession?

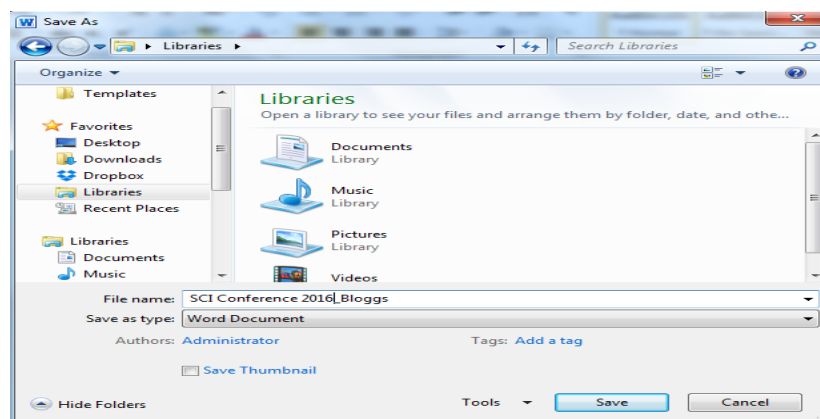
Typical reasons for Abstract Rejection:

1. Abstract submitted does not adhere to format required.
2. Topic does not relate to the Conference theme.
3. Abstract poorly written.
4. Clear objective, rationale and/or hypothesis missing.
5. Methods (either quantitative or qualitative) inadequate and/or insufficient to support conclusions.
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. Such circumstances should not dissuade future submissions.

General Guidelines for Abstract Submission

1. Abstracts should be between 400- 500 words.
2. Each abstract must clearly identify one category under which the abstract will be reviewed.
3. By submitting an abstract, you are agreeing to the publication of this abstract in a Conference programme that will be made available online through www.socialcareireland.ie to delegates. Please note that no changes to abstract submissions will be accepted after the submission deadline.
4. The deadline for submission of abstracts is **12 Midday** Wednesday 11th of January, 2018.
5. Abstracts must be submitted to conference@socialcareireland.ie
6. **An acknowledgement of receipt of the abstract will be given.** It is the responsibility of the presenter to ensure that the abstract has been received. If no acknowledgement of receipt of abstract is received in a reasonable time period, this may mean that the abstract has not been received and cannot be considered for the parallel sessions and you should follow up to ensure the abstract has been received.
7. **Abstracts must be submitted using the following format;**
 - a. Save as word document indicating SCI Conference 2018 and surname(s) of presenters (for example, SCI Conference 2018_Bloggs).



b. Abstracts must include a cover page in the following format.

1. Name(s) of presenter(s):
2. Contact Email:
3. Contact Phone Number:
4. Title of Presentation/Workshop:
5. Category of Abstract (Tick only one category)
 - a. Category A: Research Related
 - b. Category B: Practice/Policy Related
 - c. Category C: Interactive Workshop
 - d. Category D: Poster Presentation
6. Presentation or Workshop Requirements
 - a. Room set up
 - b. AV requirements*
 - c. Other (e.g. flipchart, WiFi etc.)*
7. Concise biography of presenters

**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.

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.

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 Conference abstract.

If accepted, presenters will be allocated a date and time slot within the conference. 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 such requests in the weeks running up to the conference.

No discount is available to presenters for day or residential tickets for attendance at the Conference.

All presenters must confirm by email acceptance of a place to present at the SCI Conference within one week of receiving an invitation email from organising committee. In the absence of confirmation, the place will be offered to another presenter(s).

Presenters must contact the organising committee if at any point they will not be able to attend the Conference (after acceptance of invitation to present). This is a highly undesirable situation and should only arise in **exceptional circumstances**.

If accepted, presenters will receive a link to a dropbox account via email where they are required to upload their presentation by the **3rd March, 2018**. 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. **For presentations received after this date, technical and AV requirements are the responsibility of the presenter.**

If presenters accept an invitation to present at the Conference they also agree to their presentation being made available through 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 Organising Committee reserve the right, without explanation, to reject or accept an abstract and/or suggest changes and/or placement in a different category type.

For any further queries relating to submission of conference abstracts contact conference@socialcareireland.ie