



Abstract Submission Guidelines

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1.0 Introduction

Thank you for your interest in the CSP Annual Conference in 2024. This guide is designed to provide information about everything you need to know to submit an abstract. Please read it before proceeding to the online [submission form](#).

In 2024 the CSP conference will be held at the Manchester Convention Centre from the 10 - 12 of October. The 11 and 12 of October is our main conference and is open to everyone. The 10 of October is the CSP student conference, for CSP student members. Each day, part of the conference will be recorded and streamed live to an online audience, so delegates may attend online or in-person.

The programme will include a range of session types, including oral platform and 'rapid-5' (5 slides in 5 minutes) presentations, and poster presentations that come from abstract content. The nominated presenting author for an abstract is required to purchase a ticket to attend conference on the allocated presentation date and must be available to present in-person. CSP student members can attend the student conference for free but will still need to book. Our poster hall in 2024 is occurring in two ways. Poster presenters will be asked to display a printed poster at conference. They will also be asked to upload the electronic version of their poster to share with online delegates during conference and for up to 3 months post-event.

If you have any questions, please contact conference@csp.org.uk

2.0 Important dates

Main conference: 11 & 12 October 2024

- Abstract submission opens: *8 January 2024*.
- Abstract submission closes: *3 April 2024 at 11:59pm*.
- Abstract submission outcome notification: *Mid-May 2024*

CSP Student conference: 10 October 2024

- Student abstract submission opens: *8 January 2024*
- Student abstract submission closes: *16 June 2024 at 11:59pm*.
- Abstract submission outcome notification: *Mid-July 2024*

Upcoming Webinars

Top tips for writing abstracts: 4 March 2024; 6:00pm – 7:30pm

Please see our [presenters' webpage](#) for information and further events.

3.0 Who can submit?

We welcome submissions about research and quality improvement projects from people in all parts of the health and social care workforce including researchers, clinicians, educators, leaders and managers, students, and support workers. Any author can submit to the main CSP conference. You can only submit an abstract to the CSP student conference if you are a current physiotherapy student, with a CSP student membership number, which you will be asked to provide.

We welcome submissions from people with protected characteristics, people with different needs, identities, and experiences and from our diversity networks. We aim to make CSP Annual Conference positive, equitable and inclusive, to increase representation of members with protected characteristics and to embed a research culture that reflects the diversity of society. You can read our Equity, Diversity and Belonging aims in our CSP Strategy 2023 – 2027: [Valuing Physiotherapy](#).

If you find that this guide, the abstract system, or the submission form are not accessible to you, or you have questions about the process, please contact us at: conference@csp.org.uk

4.0 Conference themes and methodologies

Our 2024 conference theme is ***Rehabilitation Transforms Population Health***. We want to explore it from these perspectives: *Targeted Action, Comprehensive Rehabilitation, Building Capacity, Transformation and Transition, Evolving Workforce*. Therefore, we are inviting you to submit an abstract linked to one of these areas.

4.1 Themes

Targeted Action

Consider approaches that achieve improvements in health for core and minoritized populations at higher risk of experiencing health inequalities. This includes people living with learning disabilities, autism, a cancer diagnosis, respiratory disease, pain, or severe mental illness. This theme investigates evidence about actions that improve patient experiences and outcomes and develop services, including co-creation, reasonable adjustment, and ways to widen access to effective, personalised care.

Comprehensive Rehabilitation

This theme investigates evidence about rehabilitation for trauma, acute illness or planned surgery and asks how we can reduce waiting lists and unplanned care. It delves into health informatics, evaluating how we use data and technologies to better understand populations, tailor and deliver rehabilitation. We explore integrated rehabilitation and the comprehensive approaches that support an increasing ageing population living with multi-morbidity and long-term conditions including frailty, orthopaedic, and neurological conditions.

Building Capacity

Post-pandemic challenges for young and old include low physical activity levels, loneliness, rising rates of obesity, mental illness, and musculoskeletal conditions. This theme looks at how physiotherapy can address these challenges. We examine how we safeguard and invest in the health of the workforce and how to build capacity to enable higher level performance and fitness to work. We explore collaboration, ways to forge partnerships and connect across specialties and settings, including the NHS, private and third sectors, to promote health and well-being and prevent ill-health.

Transformation and Transition

This theme considers the physiotherapy approaches and models of service delivery that support people as they grow and across the life-course. It looks at interventions and innovative technologies that assist development, foster participation, and optimise outcomes. It investigates evidence-based physiotherapy approaches to peri-natal health, continence, and pelvic pain. We explore patient preferences and needs at transition points and effective person-centred care. Here, we journey

from neonatal physiotherapy to physiotherapy that enables those near the end of life.

Evolving Workforce

The physiotherapy workforce is evolving, working in different and blended roles, with emerging technologies and in new systems. Routes into physiotherapy and career pathways are diverse and expanding, and more of the workforce have international healthcare experiences. Here we focus on the modes of learning, innovation, educational and leadership approaches that assist workforce development at all levels and across the pillars of practice. We discuss navigating new environments, enhanced and advanced career opportunities and support systems e.g., preceptorship, mentoring, professional networks.

4.2 Methodologies

Abstracts are invited using the following broad methodologies:

- Qualitative
- Quantitative
- Mixed Methods
- Service evaluation, clinical audit, quality improvement.

Please note we welcome abstracts describing case studies and study protocols. However, we cannot accept submissions with pending/incomplete data or results.

Further details on how to categorise studies, whether relating to research, service evaluation, clinical audit etc., can be found here:

[HRA guidance and a definition of what constitutes research activity](#)

[Information about Patient and Public Involvement and Engagement in research](#)

[CSP guidance on ethical approval requirements](#)

5.0 Submission requirements

- a) Abstracts must be submitted in English. Errors in spelling and grammar cannot be changed before publication so we encourage you to check your spelling and grammar before you submit e.g., use your software spelling and grammar check, or ask a colleague to proofread your submission.

- b) An abstract must be submitted for each proposed presentation.
- c) The maximum word limit for each abstract is **500** words.
- d) An abstract should be aligned with one of the conference areas.
- e) Each prospective presenter may submit and present a maximum of three abstracts. An individual may be named on other abstracts as a co-author, but only as presenting author on a maximum of three.
- f) The presenting author must register and purchase a ticket to attend the conference and be available at the allocated presentation time and day. Ticket information will be available from the CSP annual conference [website](#). The student conference is free to attend for CSP student members, but a booking will still need to be made.
- g) All correspondence regarding the abstract will be with the person who submits the abstract. The author who is presenting must be named in the abstract but does not have to be the first named author.
- h) If no author is available to present a selected abstract, it will be withdrawn from the programme.
- i) All presentations must describe original work to which all the authors listed have made a significant contribution. Any reference to personal experience should be clearly labelled as such.
- j) Always communicate respectfully about people in abstracts and presentations. Terms that could be considered stigmatizing or discriminatory in any way should not be used. Take into consideration practice in relation to the population you are describing. For instance, often “people-first” language such as, “children with epilepsy” instead of “epilepsy children” is preferable but in specific circumstances “identity-first” language may be appropriate e.g., the Deaf community.
- k) Abstracts should not be used for marketing opportunities for new products, equipment, or organisations, nor speak badly of competitors’ products.
- l) Presenters are requested to disclose and acknowledge any actual or potential conflicts of interest in the first slide. This includes disclosures in relation to financial interests and project funding. This will allow the audience to take potential conflicts of interest into account when assessing the objectivity of the presentation.
- m) Presentations are expected to communicate the same information as your abstract submission, although it can be adapted for the presentation style e.g., adding charts, images or tables and summarising key points. No exceptions will be made.
- n) Only one author may present the abstract, if selected.

- o) Any changes to the presenting author must be made through the abstract submission page/system. Changes will be incorporated into the final programme if there is sufficient time, but thereafter no further changes will be reflected in the programme.
- p) Notification of outcome of the abstract review process will be sent to the submitter. Only the person who submits the abstract online will receive email communication about the abstract. They are responsible for informing all co-authors about the outcome of the abstract's submission.
- q) The scheduling of all presentations will be determined by the CSP to ensure the best fit with the overall event programme. Any requests for specific times cannot be considered. The final decision as to how selected abstracts are allocated is at the discretion of the CSP.
- r) All submitted abstracts will be anonymised and peer reviewed without knowledge of the identity of the author(s). The abstract submission tool ensures that the authors of an abstract cannot be identified during the review process.
- s) Selection of abstracts will be based on how they are scored through the review process against the published criteria (see section 8).
- t) The author(s) retain the right, after presentation at the CSP Annual Conference 2024, to include the work in articles, books, or derivative works that they author or edit, provided said use does not imply the endorsement of the CSP.
- u) All decisions of the CSP are final. This includes the format for which an abstract is accepted (platform presentation, rapid 5 or poster) and the allocation to a conference theme.
- v) Honoraria, fees or payment of expenses will not be provided by the CSP for authors to present abstracts at the CSP Annual Conference. All places must be booked and paid for by authors if their abstract is successful.

6.0 Submitting your abstract online

Each submission must be made electronically via the [online submission form](#). The online submission form is split into the following sections:

6.1 General abstract data

This section will ask you for your abstract title (max 20 words), and to select your preferred presentation type (platform, rapid 5 or poster). It will ask you to select a theme and broad methodology. Then to describe briefly how your work meets the theme (max 50 words).

6.2 Abstract text

This section will ask you to describe in a total of 500 words the purpose, methods, results, conclusions, and potential impact of your project. This is the key part of your abstract. You may want to refer to the scoring criteria (below) when considering what will be evaluated in each section.

Please then select three keywords describe your work e.g., terms that would help identify your work on a search of the literature.

6.3 Approvals and acknowledgements

a) Ethical approval

Independent ethical approval is a legal requirement for many types of health and social care research. This section asks about ethical approval and asks you to provide details about your approval (max 100 words). You need to provide the name of the ethics committee that gave approval, the date, and ethics reference number. If ethical review was not required, please provide a clear rationale for this decision, and explain how this was checked. The following tools can help you:

[HRA guidance and a definition of what constitutes research activity](#)

[Information about Patient and Public Involvement and Engagement in research](#)

[CSP guidance on ethical approval requirements](#)

b) Audit registration

If your work was a clinical audit or similar quality improvement project it may not require independent ethical review but, in many cases, it will have been through a local governance or approval process and will be registered e.g., with a relevant hospital clinical audit or education team. This section asks you to provide any registration number and date of approval.

c) Funding acknowledgements

This section asks about project funding: Please acknowledge and declare any source of project funding or financial interest in relation to the work i.e., project number and source of funding (max 100 words). If unfunded this should be stated.

6.4 Publication

This section asks whether the material has been published/presented at a national or international event prior to CSP Annual Conference 2024 (max 50 words).

6.5 Membership details

This section asks you to whether you are a member of the CSP. You do not have to be a member of the CSP to submit to the main conference. You do have to be a CSP student member to submit to the student conference. Please note this will be asked at the start of the student submission.

6.6 Authors

This section asks for author name and contact details, position and institution details.

6.7 Affirmation

This section talks about copyright and conference proceedings and asks you to confirm you agree to the conference terms.

6.8 Submit

You can preview your entry prior to submission. You will receive a confirmation email that your submission was successful and will be able to download a PDF of the submission. You can login and edit your submission at any point up until the submission deadline closes. If you edit your work, please ensure you save any changes and re-submit.

7.0 Attendance and booking

In-person attendance at the CSP Annual Conference is a requirement for those giving presentations. Should your abstract be accepted for the conference, you will be required to book and pay for your place. Ticket information will be on the conference [website](#). CSP student members can attend the student conference for free, but a booking will still need to be made.

Unfortunately, we are unable to offer expenses or free places to accepted abstract presenters. If you do not book and pay for your place your submission will be withdrawn from the conference programme.

8.0 Selection process

Submitted abstracts are considered via a blind peer review process in April. Each abstract will be reviewed by at least three reviewers. The scoring criteria, shown below, are used to review and score all submissions. The Abstract Moderation Group will moderate any abstracts that meet the moderation criteria. The scoring range is **0-20 points**.

Scoring criteria

1. IS THE BACKGROUND AND PURPOSE OF THE PROJECT CLEAR?

SCORE 4	The issue, question, or gap in understanding the project is addressing is described concisely and effectively. Key abbreviations are defined if needed. An aim or objective is stated, easy to understand and relevant to the purpose of the project.
SCORE 3	The issue is described, and the abstract contains an aim or objective that is connected to the purpose of the project.
SCORE 2	The issue is partly described. An aim or objective is present and adequate. Some details are irrelevant or missing.
SCORE 1	The issue is poorly described. The aim or objective is unfocused, and the purpose is unclear.
SCORE 0	Purpose cannot be understood

2. IS THE METHOD OR APPROACH CLEAR, DOES IT ENABLE THE QUESTIONS TO BE ANSWERED?

SCORE 4	The method/approach used is clearly described and replicable. The method is rigorous and efficient to address the aim or objectives. Project timing, setting, population, materials, data sources and approach to analysing data are evident. Refers to protocols/registrations as appropriate.
SCORE 3	The method/approach is explained well and can address the aim or objective. Setting and population is apparent, data sources and approach to analysis are stated.
SCORE 2	The method/ approach is explained adequately and is appropriate. Some areas may lack detail or be unclear.

SCORE 1 | There is limited explanation of method/ approach used; key information is missing. The method can only partly meet the aim or objective.

SCORE 0 | Poor description of method/ approach used. No justification for the method chosen, unable to meet aims and objectives.

3. HAVE THE RESULTS BEEN PRESENTED AND INTERPRETED APPROPRIATELY?

SCORE 4 | The results follow the methods logically and are well organised. Data is sufficient and appropriately handled. For example, population described, numerical comparison's correct, themes summarised. Findings have been analysed and presented using appropriate quantitative or qualitative methods.

SCORE 3 | Results are reasonably well organised. Appropriate quantitative or qualitative methods are used. Data is presented and interpreted with clarity.

SCORE 2 | Most results are clear and appropriately interpreted. Some areas may lack detail but generally acceptable.

SCORE 1 | Results briefly presented or incomplete. Key information is missing, some data has been handled incorrectly, or its interpretation is unclear.

SCORE 0 | Results are uncertain, much data is missing or misinterpreted.

4. ARE THE DISCUSSION AND CONCLUSIONS CONSISTENT WITH THE RESULTS?

SCORE 4 | Findings discussed and synthesised to form a strong conclusion. Conclusions are clearly justified and well supported by results. Conclusions address the aim or objective of the project. Strengths and limitations of data are acknowledged, with messages, or suggestions for future work articulated.

SCORE 3 | Findings discussed well. The connection between the results and conclusions is evident. Strengths and limitations of the findings and areas for further work are noted.

SCORE 2 | Findings of project are mostly discussed. Conclusions partly but not fully supported by interpretation of results. Some discussion of the limitations of the project and areas for development.

SCORE 1	Limited explanation of findings. Weak connection between results and conclusions. Overstates results, no consideration of study limitations with poor identification of further questions/work.
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SCORE 0	Findings of research/activity not explained.
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Assessing potential impact

Assessing the *impact* or significance and reach of any project is complex. Impact can be considered from varied points of view and scales, and at a different time e.g., in terms of benefits to individuals, clinical practice or research, for economic benefit, or on policy, action immediately or in the future.

Project impact can also be considered in terms of how it can be generalised, translated, or implemented. For example, a qualitative study with rich data about lived experience might have high conceptual impact, contribute to wider understanding and if well translated, significantly influence debate and policy.

A service improvement project which addresses a local issue may have significant but more local reach and defined economic impact.

1. WHAT IS THE POTENTIAL IMPACT OF THIS WORK?

SCORE 2	Considerable impact, broad significance, reach and benefit
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SCORE 1	Has impact, local or defined significance, reach, and benefit
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SCORE 0	Limited potential impact.
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2. HOW WOULD YOU RATE THIS WORK OVERALL?

SCORE 2	Extremely interesting and important, accept as a priority
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SCORE 1	Interesting and valuable, accept
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SCORE 0	Somewhat interesting, needs further development
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