MS Trust Annual Conference



# **17 – 19 March 2024**

# **Leonardo Hotel and Conference Venue, Hinckley Island**

# **Abstract and Poster Submission Guidelines**

The MS Trust conference poster exhibition provides an opportunity to showcase examples of excellence in research, evidence and practice in MS care. Research, audit and service improvement projects are all eligible for submission as posters.

Posters will be displayed throughout the conference and there is time in the programme for poster authors to respond to delegate questions. The top posters are entered into a fast-paced and entertaining ‘poster speed-dating’ session whilst other posters accepted will have an opportunity to informally present them at their stands.

The core theme of conference 2024 focuses on the significance of meaningful interactions for individuals with Multiple Sclerosis, ensuring every contact counts. Alongside this, we are also incorporating sustainability as a guiding principle throughout the curriculum. Submitted posters are encouraged to be aligned with these themes.

Posters will be judged by an impartial panel and the winner will be announced at the end of the conference. Only practicing UK clinicians are eligible to win the poster prize. Judges will consider the content, style and innovative nature of your project or research and how well this is communicated in your poster.

**Submission dates**

The table below outlines the key submission dates in relation to abstract and poster submissions.

Please be aware that these are fixed submission dates and late entries cannot be accepted.

All documents must be submitted electronically to [conference@mstrust.org.uk](mailto:conference@mstrust.org.uk)

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| --- | --- |
| **Action** | **Due no later than** |
| Application form and abstract submitted | Friday 26 January 2024 |
| Successful applications notified by MS Trust | Friday 9 February 2024 |
| Poster PDF & poster speed dating PPT slide submitted | Friday 1 March 2024 |
| Speed dating PPT slides submitted to production company | Friday 8 March 2024 |
| Poster printed ready for conference | Friday 15 March 2024 |
| Poster mounted in Rotunda | 1pm on Sunday 17 March 2024 |
| Poster speed dating session at conference | Sunday 17 March 2024 at 4pm |
| Poster viewing & poster authors question time | Monday 18 March 2024 at 4pm |

If you have undertaken a research or audit project, gathered evidence about your practice or service or worked in partnership with other teams or services and would like to present this as a poster, please follow these guidelines:

Application and abstract

The first step is to complete the [poster application form](https://mstrust.sharepoint.com/sites/Public/Shared%20Documents/Education/Conference/Conference%202024/Posters/2024%20Poster%20Application%20Form.doc) together with an abstract which will summarise your poster.

The abstract, which should not exceed 250 words or contain any graphs or pictures, should contain a **summary of the entire poster**. It should offer the judges an exciting taste of what your poster will be about and convey the core intention, design and methodology of the research, audit or service improvement project that has been undertaken.

A suggested structure would be:

* Context
* Background
* Significance
* Rationale
* Hypothesis, objective or statement
* Aim of the research
* Question/s you are seeking to address
* Problem under investigation
* Design & Methods
* Experimental methods or methodology
* Population or group(s) studied
* Measurement techniques
* Results
* Primary findings or results of your research
* Conclusion
* Impact of results
* Contribution in relation to hypothesis, objective or statement

All poster applications and abstracts must be submitted electronically by Friday 26 January 2024 to [conference@mstrust.org.uk](mailto:conference@mstrust.org.uk)

You will be notified by Friday 9 February 2024 if your application has been successful.

Please be aware that you are required to register to attend conference if your poster is accepted.

Preparing your poster

The maximum poster size is A0 portrait (84 x 119cm); posters that exceed this size cannot be displayed. Your poster needs to be eye catching and look professional, although it does not need to be professionally produced.

For tips and practical advice follow this [link](https://mstrust.sharepoint.com/sites/Public/Shared%20Documents/Education/Conference/Conference%202024/Posters/Liverpool%20University%20poster%20guidance.pdf) to a PDF published by the University of Liverpool.

Helpful hints

Title

* The title should be short and succinctly convey the content of your poster.

Content

* It is encouraged that poster content is in keeping with the theme of the conference.
* The poster should contain sufficient detail to enable the audience to understand the context but may only convey the main information you wish to cover.
* Further details can be provided as handouts or in answer to specific questions.

Structure

* It is important to ensure your poster is structured and easy-to-follow for the audience.
* The following format may be useful to organise the content:

|  |  |
| --- | --- |
| Context | Statement of the problem and its relevance to people with MS. It’s useful to put this in context with a few references. |
| Hypothesis, objective or statement | State the goal(s) of the research and the question(s) you are seeking to address with this research. |
| Design & method | Outline the study design, procedures and study population. Indicate which measurement techniques were used and provide information on the data analysis conducted. |
| Results | Present the findings of your research. |
| Discussion | Consider your findings in relation to the original hypothesis, objective or statement. Reflect on the original aims and intentions of the research. Identify areas for improvement or follow up. Identify any wider potential implications. |
| Conclusion | Concisely state what the results mean and their impact on the field of research. |

Format

* Use clear, concise English.
* Avoid using all capital letters, even in the title, as they are visually confusing.
* Ensure that the text is large enough to read from 1m away; keep text to a minimum of 24 point and larger for the title.
* Where possible convert data to accurately labelled graphs, which are easier to read.
* Use the spell-check function.
* Ask a colleague to proofread through the poster and check the spelling and grammar.

Good Luck!