

Abstract submission guidelines

Deadline for submission of abstracts: Thursday, 24 October 2019 at 5pm

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Abstract guidelines and instructions

Please read and adhere to the following guidelines and instructions;

1. Abstracts that have been presented or published elsewhere (or accepted to be presented/published elsewhere) are not permitted to be submitted for the Diabetes UK Professional Conference unless submitted as an encore abstract (see note 2). Abstracts published or presented (or accepted to be presented/published elsewhere) following submission but before the Diabetes UK Professional Conference may be presented but this must be indicated within the oral and/or poster presentation.
2. Encore abstracts may be submitted only to the Encore category. Encores are defined as abstracts that have been previously presented and/or published at any conference in the last 12 months (i.e. after 24 October 2018) including the Diabetes UK Professional Conference. Submitted encore abstracts must cite the original presentation and/or publication.

Abstracts submitted in this category will be peer reviewed and a **limited** number will be selected for a poster presentation in an Encore section only. Accepted abstracts in this category will not be published.

3. Abstracts can only be published if Ethical Committee approval, where applicable, has been granted.
4. Abstract authors must declare any funding received or conflict of interest as part of their abstract and any subsequent presentation.

Failure to do so may lead to a one year ban from presenting abstracts at the Diabetes UK Professional Conference and any other Diabetes UK meetings.

5. Indicate on the submission form whether or not the abstract has been funded or part-funded by a grant from Diabetes UK.
6. Abstracts submitted on behalf of a pharmaceutical company must have a clinician or scientist as the first and presenting author.
7. An individual cannot present or be the first author on more than two abstracts.

8. Presenting authors must have participated in the writing of the abstract.
9. Abstracts must be submitted on or before the closing date; late submissions **will not** be considered under any circumstances.
10. Late breaking abstracts are not available for the 2020 conference.
11. All accepted abstracts (except those submitted as an encore) will be published in a conference abstract supplement of Diabetic Medicine journal. Note that – as provided with your submission - we will publish all author initials and surname and their affiliations, including department, place of work, town/city and country.
12. The Diabetes UK Press Office may contact you if this abstract is considered suitable for wider publicity. Any subsequent press release would be produced with your full knowledge and authority.
13. Abstracts selected for oral sessions are embargoed until 00:01 on the day of the presentation, unless otherwise specified by the Diabetes UK Press Office. Abstracts selected for poster presentation are embargoed until 00:01 on the day of the relevant poster session.

Embargoed text of abstracts will be made available at the start of the conference on Wednesday, 18 March 2020. The abstract embargo still applies; abstracts are made available to assist attendees in planning their itineraries.

Diabetes UK reserves the right to adjust embargo times as needed. Please contact press@diabetes.org.uk for further information.

14. The deadline for submitting abstracts is **Thursday, 24 October 2019 at 5pm**. The Diabetes UK Professional Conference Organising Committee will meet in November 2019 to decide which abstracts will be accepted for presentation at the Diabetes UK Professional Conference 2020.

Authors will be informed of their submission outcome by the end of **December 2019**. Authors who have not received confirmation of the outcome of their submission by this time should contact Luan Barlow at Hg3 Conferences – luan.barlow@hg3.co.uk

Abstract preparation

15. The person submitting the abstract (as given in the Submitting Author section of the form) must accept full responsibility for submission of the abstract and ensure the presenting author is responsible for the presentation of the abstract, whether as an oral and/or poster, and attend the respective presentation session(s).

Failure to present an accepted abstract at the conference may lead to the withdrawal of the abstract from the published journal.

16. A maximum of 10 authors per abstract is allowable within the published abstract in Diabetic Medicine and thus in the author index. **A group name given as the submitting or presenting author will not be accepted;** however, a group name can accepted as the last author. It is advised that a limit of 10 authors is submitted, otherwise some authors will be omitted in the published abstract.
17. Abstract titles should be a **maximum of 50 words** with no abbreviations or acronyms. Abstract text should be a **maximum of 250 words** and no tables or figures should be inserted into the abstract title or text. Abbreviations and acronyms should always be in full on first use.

18. Abstracts should be intelligible to the non-specialist and, except case study submissions, should be presented in the order of:

Aims (or Objectives)

Methods

Results (including statistical analysis where appropriate)

Conclusions (or Summary)

Abstracts should not include vague comments, e.g. 'results of further analysis will be presented' and where applicable, should include statistical data.

19. Abstracts should adhere and follow formatting and rules highlighted in the [editorial guidelines](#) and on the submission form.
20. [Example abstracts](#) are available as a guide to support your submission.
21. Abstracts can only be submitted via the [online abstract submission form](#).

Abstract marking and selection

22. All abstracts are peer reviewed, scored anonymously and then selected by the Diabetes UK Professional Conference Organising Committee. The committee reserves the right to decide on which abstracts are to be presented at the conference. The committee's decision is final and cannot be questioned.
23. Abstracts will be scored and considered on the following criteria and information supplied where applicable; aims, numbers involved in study, demographic information, mean age, methods, results, conclusion, novel research, translation of results to conclusion, increased knowledge and relevance to diabetes. In all abstracts, grammar and intelligibility will also be scored.
24. Abstracts will be considered for an oral and/or poster presentation. Authors will have the option to also produce a poster if selected for an oral presentation.

(Note: all abstracts shortlisted for an award will be required to produce a poster)

Abstract presentation

25. Abstract presentation type (oral and/or poster), times and guidelines will be made available along with your submission outcome notice.
26. The person named as Presenting Author on the abstract submission form must accept full responsibility for the presentation of the abstract, whether as an oral and/or poster, and attend the respective presentation session(s). **A group name given as the submitting or presenting author will not be accepted.**

If the presenting author is unable to present an accepted abstract at the conference, please notify Luan Barlow at Hg3 Conferences. Telephone: +44 (0) 1423 529333 or email: luan.barlow@hg3.co.uk followed by a written explanation.

Failure to present an accepted abstract at the conference may lead to the withdrawal of the abstract from the published journal.

27. Abstract posters should be placed on display by the end of the first coffee break from 11.05-11.35 Wednesday, 18 March 2020. (Basic and Clinical Science posters should be displayed before the poster session from 10.10-10.55 on Thursday, 19 March 2020.) Posters should remain on display until the end of lunch (12.40-13.50) on Friday, 20 March 2020. Abstract posters should be attended by presenters at the designated poster presentation time given with your submission outcome.

Diabetes UK will be monitoring posters throughout the conference to ensure posters are displayed as stipulated.

Failure to present an accepted abstract at the conference may lead to the withdrawal of the abstract from the published journal.

Abstract categories and poster headings

Abstracts should be submitted to the most appropriate abstract category below for review. All abstracts are also required to select a poster heading when submitted. The poster heading options for your abstract category will be clearly available on the submission form. Note that the Diabetes UK Conference Organising Committee reserve the right to alter your poster heading if applicable.

Please click here for [example abstracts](#) for each category.

1. **Basic science.** Biomedical laboratory science including animal studies, molecular genetics, immunology, beta cell biology and fundamental studies of insulin action.
2. **Clinical science.** Human studies involving physiological and metabolic measurement, human vascular biology, mechanistic epidemiology and clinical pharmacology.
3. **Patient education and self-management.** The science, practice and process of patient educational care and other initiatives that support self-management, such as care planning. Development, production and evaluation of patient educational material and programmes of education or self-management for all people (children, adolescents, adults and carers) with diabetes. To include all methodologies: quantitative, qualitative, narrative and experimental.
4. **Professional education.** The art, science, practice and process of professional education. To include the development, delivery and/or evaluation of creative, innovative and unique educational material(s) and programmes aimed at all healthcare professionals (not patients) involved in the treatment, care and/or management of diabetes. To include all methodologies: quantitative, qualitative, narrative and experimental.
5. **Psychological care.** Epidemiology of psychiatric disorders and psychological problems in people with diabetes; evaluation of psychological treatments and other complex interventions; role of psychotropic medication; measuring psychological processes and innovations in health service delivery.
6. **Clinical care.** Studies relating to the epidemiology, diagnosis and treatment of diabetes and its complications. The evaluation of healthcare delivery, i.e. clinical goals and organisational structures. Clinical Care abstracts should be entered in one of the following categories:
 - a) Management
 - b) Complications
 - c) Healthcare delivery & improvement
7. **Case reports.** Abstracts detailing case studies.
8. **Encore abstracts.** Abstracts that have been presented and/or published in the 12 months prior to submission.

Abstract awards

There are eight awards that abstracts may be eligible for. Abstracts will be automatically entered in the following award(s) using the Award Criteria section of the submission form. Please review the eligibility criteria for each award and indicate on the submission form which of these your abstract meets. Abstracts can be considered for more than one award as long as they are eligible for entry.

All eligible abstracts will be anonymously reviewed by a panel of markers invited by the Diabetes UK Professional Conference Organising Committee for short listing. A panel of judges invited by the committee will judge the presentation at the conference.

Short listed oral presentations will be judged at the specific oral session for that award.

Short listed poster presentations will be clearly marked on their poster board and judged at the corresponding facilitated poster session allocated at the conference.

All award winners will be announced at the Awards Ceremony at 13.50 on Friday, 20 March 2020. The presenting author of short listed abstracts must be available to attend the Awards Ceremony.

➤ **Diabetes UK Education and Self-management Award**

The aim of the Education and Self-management Award, donated by Anne Felton, is to recognise the importance of the evaluation of education and self-management in diabetes care. The award is made for the best abstract presentation at the Diabetes UK Professional Conference.

Eligibility: Open to health education professionals. Abstracts with regard to team working are particularly welcomed.

Award value: £300

Award type: Oral presentation

➤ **Young Diabetologist & Endocrinologist Travel Award**

The Young Diabetologist & Endocrinologist Forum (Specialist Registrar Forum with Diabetes UK) has set up a travel award for junior doctors who are involved in diabetes care or research.

The award will provide the winner with a travel fellowship of £1500 to attend an international medical congress of their choice in 2020.

The award is designed to recognise the research and development work of young diabetologists who demonstrate real enthusiasm and innovation in diabetes care.

Eligibility:

1. Abstract authors should be full paid up members of both Diabetes UK and the Young Diabetologist & Endocrinologist Forum (YDEF).
2. Members of the YDEF will normally be medically qualified, have completed general professional training and be involved in any aspect of diabetes care or research. Associate membership may be offered to others (e.g. medical students) at the discretion of the committee.
3. Members of the YDEF will not have held a consultant or senior lecturer post for more than two years.
4. The author must be able to attend the Young Diabetologist & Endocrinologist Forum Meeting, the day prior to the Diabetes UK Professional Conference.

Award value: £1500

Award type: Oral presentation

➤ **Diabetes UK Young Investigator Award**

This award is awarded for the best basic or clinical science oral abstract presentation at the Diabetes UK Professional Conference. The award will recognise the highest quality science to improve the understanding, prevention and treatment of Type 1 or Type 2 diabetes by young researchers.

Eligibility: Open to basic and clinical science researchers 35 years of age and under on 20 March 2020.

Award value: £1000

Award type: Oral presentation

➤ **Lilly Diabetes Poster Awards**

The Lilly Diabetes Poster Awards are available to researchers 35 years of age and under on 20 March 2020. The Diabetes UK Professional Conference Organising Committee and Eli Lilly* will award an educational and scientific grant of £1000 for the successful poster abstract in each of the following two categories: *Basic Science* and *Clinical Science*.

Eligibility: Open to researchers 35 years of age and under on 20 March 2020. Abstracts must be submitted to either the Basic or Clinical science categories.

Award value: £1000 for Basic Science & £1000 for Clinical Science**

Award type: Poster presentation

*This Poster Award is sponsored by Eli Lilly and Company Limited and is independently run by the British Diabetic Association (Diabetes UK) who is solely responsible for selecting the poster award winners.

** Please note that the poster award may only be used in support of educational and scientific activities and must not be used for any social activities or other purposes. In particular, the sponsorship may not be used to finance luxury accommodation or for business or first class flights.

➤ **Diabetes UK Primary Care Poster Award**

The aim of this award is to encourage nurses, GPs, podiatrists, dieticians and professionals working in diabetes and primary care to communicate new initiatives, and evidence based practice and project working through the abstract/poster process. Abstracts on improvements in primary healthcare will be particularly welcomed. The award will be for the best poster abstract submitted at the Diabetes UK Professional Conference.

Eligibility: All health professionals working in primary care (e.g. GP practices, pharmacies, outreach clinics if manned by primary care)

Award value: £500

Award type: Poster presentation

➤ **Diabetes UK Psychological Care Poster Award**

This award, kindly donated by Professor Katharine Barnard, will be presented to the abstract that demonstrates excellent potential to have made/to make a significant contribution to improving the lives of people living with diabetes from a psychosocial perspective.

Eligibility: Abstracts, which can be individual or multi-disciplinary, should be submitted under the Psychological care category. The abstract must demonstrate a piece of research or developed a psychological intervention to improve the psychological well-being outcomes of people living with Type 1 or Type 2 diabetes.

Award value: £500

Award type: Poster presentation

➤ **Diabetes UK Nursing and Allied Healthcare Professional Diabetes Research Award**

This prestigious award is presented to the author of the winning poster abstract that, in the judges' opinion, has contributed significantly to the management and care of people with diabetes. The award winner will receive a prize of £500.

The award aims to encourage and recognise the contribution of Nurses and Allied Healthcare Professionals in the field of diabetes research. This award was introduced in 2015 to recognise the multidisciplinary nature of diabetes research.

Research from all aspects of care are welcome, however precedence will be given to research which has a direct impact on the care of people living with diabetes.

Eligibility: Invited to enter are UK-based Nurses and Allied Healthcare Professionals working within the area of diabetes care whose research has been conducted within the last 2 years.

Award value: £500

Award type: Poster presentation

Contact details and useful links

If you have any queries or issues relating to abstract submission, please contact Luan Barlow at Hg3 Conferences
- Email: luan.barlow@hg3.co.uk

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