



### Provisional timings:

Registration and Coffee: 08:30 - 09:00

Conference opening and Welcome: 09:00 - 09:30

Morning session 09:30 - 13:00

Afternoon session 14:00 - 16:30

Confirmed programme and timings will be released prior to the conference

### Submissions

We invite you to submit under one of the following 3 categories of work:

#### 1. Research

- Original research within the field of medical education.
- Your research may be ongoing at the time of submission of your abstract, but we would expect to have at least provisional results available for presentation and discussion at the conference.
- Please indicate in your abstract if results are pending and at what stage your research is currently at.
- You should have gained ethical approval for your research, through University, NHS or local ethics boards.

#### 2. Innovation

- Not research!
- Any innovation in the field of medical education.
- This could be related to teaching, learning, supporting, assessing, resource development, or just about anything that you think is innovative.
- We expect you to have University, NHS or local supervision for this work and have received the permission of your supervisor/ organisation to present your work.

#### 3. Opinion Piece

- Not research again!
- Any hot topic, interesting educational issue or discussion point you would like to raise and talk about with other like-minded people.
- Get your point of view across to others and perhaps get feedback from them.
- There are no hard or fast rules for this submission type, as long as you can remain professional and educational, feel free to be as creative or challenging as you wish.
- No supervisor permission or ethical approval is required.
- Submissions will be screened by the organising committee to ensure they are suitable for inclusion

### Presentation Formats

We have the following formats for you to share the projects you have been working on:

- **'Showcase' presentations**  
20-minute presentation on a research or teaching project you have completed, with a 5-minute Q&A

- **Oral Presentations**  
10-minute presentation with a 5-minute Q&A
- **e-Poster Presentation**  
3-minute presentation of your digital e-poster, 'hook' people in to view your e-poster in the virtual poster hall and encourage them to chat with you in between sessions
- **'Open Forum'**  
30 minutes in total, an opportunity to facilitate an interactive group discussion on a topical or interesting teaching/ educational issue of your choice.
- **e-Posters**  
For virtual display on the day. These will also be included in the Conference Report and published online. No on-the-day presentation or presenter is required.

## Timeline for submissions

**Deadline for submissions:** 12:00 Friday 8<sup>th</sup> March 2024 (via [Submission Form](#))

**Announcement of outcomes:** 12:00 Friday 15<sup>th</sup> March 2024 (via email to the submitting author)

**Deadline for sending in final work:** 12:00 Thursday 28<sup>th</sup> April 2024 (via email to [med-leadctf@bristol.ac.uk](mailto:med-leadctf@bristol.ac.uk))

## Notes

We will publish answers to any FAQs we receive, so please do check back if you think of a question later!

- Anyone who presents work in any of the above formats will be provided with a certificate outlining their contribution to this regional conference.
  - o Contributing authors who are not presenting will be provided with a co-author certificate.
  - o There is a maximum limit of 6 collaborators per project, if your project has involved more collaborators than this, please get in touch and we can look into whether this can be recognised.
- You are welcome to submit multiple projects, there is no limit!
- You are welcome to submit incomplete work - see the deadlines above for when it needs to be at least partially completed by (interim/ initial results accepted).
- You are welcome to submit work which has been accepted for presentation, or submitted to other educational conferences, but please let us know if this is the case on the submission form.
  - o You may present your work in a different format from how it is being presented elsewhere, please also detail this on the form.
- You are welcome to submit projects that have been undertaken in collaboration or alongside students. As long as there has been some CTF involvement or supervision, we will happily consider these abstracts.
- In the event of more submissions than we have the capacity for, submissions will be assessed and scored using a mark scheme which has the following domains:
  - o Quality
  - o Significance
  - o Value
  - o Impact
  - o Clarity
  - o Originality
- All work will be published online after the event, including recordings from the day, if available. We will confirm the arrangements for this once they have been finalised. Please let us know on the form if you are happy for your work to be shared or not.