



# ILD-IN ANNUAL CONFERENCE 2022

ILD Interdisciplinary Network | 9<sup>th</sup> - 10<sup>th</sup> October 2022

Macdonald Burlington Hotel Birmingham

## Abstract Submission Guidelines

### Abstract Submission Deadline – 19<sup>th</sup> August 2022 at 12:00pm

The ILD-IN Abstract Submission is an online process. Please follow steps below to successfully submit your abstract.

#### **Guidelines for Abstract Submission:**

By submitting an abstract, you agree to the following:

- a. The abstract is scientifically sound and ethically approved.
- b. You are a nurse or allied healthcare professional
- c. The abstract is not an advertisement, nor contains anything obscene, defamatory, libelous, unlawful or in any way actionable.
- d. The poster will be included made available on the ILD-IN website and conference app.
- e. All authors have seen and approved the abstract as submitted.
- f. The work has not previously been accepted for publication.
- g. If your abstract is accepted, you must agree to register for ILD-IN Conference 2022 and present your research as a poster.

Abstracts must be submitted electronically via the submission portal on the ILD-IN website or using the below link:

<https://execbs.eventsair.com/ild-in-2022-annual-conference/ildabstract2022>

ILD-IN welcome research that has previously been submitted and/or presented

You are allowed a maximum number of 1,000 words in the abstract body. This does not include the title which can be up to 50 words (including spaces and punctuation).

Please do not include author details in the body of the abstract or in the abstract title. You will be asked to provide author details within the submission process.

Once you click the 'submit' button, the online submission page will change to a submission confirmation page and you will immediately receive a confirmation email and log in details.

#### **Guidelines for Abstract Submission Format:**

##### **Abstract Title:**

The title can be a maximum of **50 words**.

**Please do not include author details or information that identifies your unit or hospital in the abstract title.**

##### **Authors and Affiliations:**

You will be asked to provide author and affiliation details within the submission process.



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## **Abstract Body:**

You are allowed a maximum number of **1,000 words** in the abstract body.

Your abstract should be formatted in the following sections:

- Aims
- Methods
- Results
- Conclusions

**Please do not include author details or information that identifies your unit or hospital in the body of the abstract.**

## **Tables, Figures and References:**

Tables, figures and references can be included with your abstract and should be uploaded as an attachment to the submission.

A maximum of one file for each can be uploaded

Please do not include these within the abstract body.

## **Submitting your Abstract:**

If all required abstract submission fields have been completed, you will have the option to submit your abstract at the bottom of the page. If there are any remaining fields or sections to complete you will only have the option to save your submission as a draft until they are completed.

Once you click the 'submit' button, the online submission page will change to a submission confirmation page and you will immediately receive a confirmation email.

Abstract selection will be the responsibility of the ILD-IN Committee and the submitting author of each abstract will be contacted week commencing **Monday 5<sup>th</sup> September 2022** to the email address given on the submission.

## **Presentation Types**

- Oral communication: 10-minute presentation with 5 minutes Q&A. Lead authors are invited to attend the session live present and answer questions as they are posed. Oral Presentations will be selected by the review committee based on the four highest scoring abstracts.
- Poster presentation: Posters will be displayed and the author should be present during lunch and break times for delegate Q&A.

## **Policy for abstract selection for the ILD-IN Conference**

### **Abstract Selection Process**

- All abstracts submitted through the formal abstract submission process and by the deadline will be considered by the Committee.
- Prior to the decision meeting, Committee members will be sent all submitted abstracts for consideration.
- At the decision meeting abstracts will be either accepted for poster, Oral or rejected following the criteria below.
- The Committee will inform, or arrange an administrative service to inform, all applicants of the outcome of their abstract submission.



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## **Abstract Selection Criteria**

Abstracts will be rejected if they

- do not contain data that is relevant to the field of interstitial lung diseases,
- are advertisements, for example testing of products or descriptions of services,
- contain anything that could be construed as potentially obscene, defamatory, libellous, unlawful or in any way actionable,
- contain work that is not ethically approved,
- are essentially about work to be done, or that might be presented at the meeting,
- are over the word limit stipulated on the abstract submission form,
- do not contain adequate introduction, methods and results.

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