

HSR UK CONFERENCE 2020

2 - 3 July 2020

University Place, University of Manchester



The voice of UK
Health Services
Research

Guide to submitting presentations, posters and sessions HSR UK Conference 2020

SUBMISSION DEADLINE SUNDAY 12 JANUARY 2020

www.eventsforce.net/hsruk2020

SUBMITTING FOR ORAL PRESENTATIONS OR POSTER DISPLAY

We welcome submissions on all aspects of health services, systems and policy research, especially research that will have a positive impact on patients and health services, builds research capacity in the NHS or advances research methodology. Submissions will be assessed by the conference organising committee for their importance, originality and impact on health and care services.

At previous conferences themes covered have included: the health and care workforce, integrated care systems, social care and health in care homes, access and equity, commissioning, innovation, dementia and the care of older people, research and evaluation methods, patient experience and patient and public involvement, and global health services research to name just a few areas.

Delegates are invited to submit papers for either a 15 minute oral presentation or poster display. Poster presenters will have the opportunity to give a brief presentation of their research in a Rapid Fire Poster Session (places allocated on a first come, first served basis).

To submit for oral presentation or poster display follow the step by step guidelines below.

SUBMITTING FOR 75 MINUTE SESSIONS

We welcome submissions of proposals for themed sessions or interactive workshops of 75 minutes, with up to four linked presentations and an overarching purpose and narrative. We strongly encourage these should be cross-institutional sessions which demonstrate collaboration and engagement with NHS and social care organisations, service users and carers and other sectors. Sessions should have clear overall objectives and we welcome the use of innovative and engaging formats and provision for participative discussion and debate.

To submit a session proposal [click here and complete the embedded form](#).

Please contact hsrukconference@eventage.co.uk or call 0141 639 8123 with any queries related to submitting for oral presentation, poster display or sessions.

STEP BY STEP GUIDE TO SUBMITTING FOR ORAL PRESENTATIONS OR POSTER DISPLAY

Step 1

Go to www.eventsforce.net/hsruk2020 and click **Presentation/Poster Submission** on the main menu.

HSR UK CONFERENCE 2020
2 - 3 July 2020
University Place, University of Manchester

HSR UK The voice of UK Health Services Research

Home Presentation/Poster Submission Session Submission Register Programme Sponsor Manchester Contact T&Cs/How to Pay

Welcome: Health Services Research UK Conference 2020

We are delighted to announce the 13th Annual Health Services Research UK (HSR UK) Conference on 2 and 3 July 2020 at The University of Manchester's University Place conference facility.

HSR UK is dedicated to the promotion of health services research in policy and practice. Our annual conference is open to everyone interested in health and care services and systems research, and offers you the opportunity to:

Hear about cutting-edge research: The programme is multidisciplinary, with a wide range of research presentations, poster displays and dedicated poster presentation sessions, themed sessions and interactive workshops selected for their importance and impact, alongside plenaries from key opinion leaders in research, policy and practice.

HSR UK 2020 Key Dates
Presentation & Poster Submission Closes:
12th January
Session Submission Closes:
12th January
Early Bird Fee available until 31 March

Supported By:

Step 2

Create an account, or log in

- To submit for oral presentation or poster display, click on 'Create your account here' and follow the instructions in this document to submit via the online system
- If you submitted to a previous HSR UK conference your details will be stored and you can log in with your email and password. If you cannot remember your password, click on 'Request login details'

Presentation and Poster Submission

CALL FOR PRESENTATIONS AND POSTERS

We welcome submissions, for presentation orally or as a poster, on all aspects of health services, systems and policy research, especially research that will have a positive impact on patients and the health service, builds research capacity in the NHS or advances research methodology. Submissions will be judged on importance, originality and impact. In previous years' themes included access and equity, commissioning, innovation, methods, patient experience and global health services research in low, middle and high-income countries.

You are invited to submit a paper for presentation either as 15-minute oral presentation or as a poster. If your abstract is not accepted for oral presentation, you may be offered the opportunity of a poster presentation instead. Posters will be displayed throughout the conference and poster presenters will have the opportunity to present their content during one of our Rapid Fire Poster Sessions (spaces allocated on a first come, first served basis).

All individual submissions must be completed via the online system. To submit please login or create an account below. A [Guide to Submitting](#) can be viewed [here](#).

All correspondence relating to submissions will come from hsrukconference@eventage.co.uk

Please note that all presenters are required to register and pay to attend the conference on 2-3 July 2020. We are unable to offer free places to those who have a submission accepted. [Join HSRUK](#) now for significantly discounted delegate fees!

Submission closing date for abstracts: 12 January 2020.

New user? [Create your account here](#)

Email address:

Password:

[Request login details](#)

[Proceed](#)

HSR UK 2020 Key Dates
Presentation & Poster Submission Closes:
12th January
Session Submission Closes:
12th January
Early Bird Fee available until 31 March

Supported By:
The Health Foundation

Follow Us On:

#HSRUK20

Step 3

Enter submitter details

- Enter your submitter details and create a password. You will need this, along with your email address, to log back in to your submission e.g. to make any amendments and to register for the conference
- Click 'Proceed'

The screenshot shows the HSR UK 2020 registration page. The header features the HSR UK logo and the tagline 'The voice of UK Health Services Research'. A navigation bar includes links for Home, Presentation/Poster Submission, Session Submission, Register, Programme, Sponsor, Manchester, Contact, and T&Cs/How to Pay. The main section is titled 'Submitter Details' and contains several input fields: 'Create a password', 'Email', 'First name', 'Last name', 'Organisation', and 'Phone number'. There are 'Back' and 'Proceed' buttons at the bottom. On the right, a box lists 'HSR UK 2020 Key Dates' and 'Supported By: The Health Foundation' with social media links for Twitter and LinkedIn.

HSR UK The voice of UK Health Services Research

Home Presentation/Poster Submission Session Submission Register Programme Sponsor Manchester Contact T&Cs/How to Pay

Submitter Details

Create a password

* Email

* First name

* Last name

* Organisation

* Phone number

Back Proceed

HSR UK 2020 Key Dates
Presentation & Poster Submission Closes:
12th January
Session Submission Closes:
12th January
Early Bird Fee available until 31 March

Supported By:
 The Health Foundation

Follow Us On:

Step 4

Begin your submission

- Begin your submission by clicking the 'Add' button

The screenshot shows the HSR UK 2020 registration page for the 'Presentation & Poster Submission' section. The header and navigation bar are the same as in Step 3. The main section is titled 'Presentation & Poster Submission' and includes a sub-header 'To begin your submission please click the 'Add' button below.' Below this is a 'Submitter Details' section with an 'Edit Submitter Details' button. A table lists the submission categories, with the first row being 'Presentation and Poster Submission to HSR UK 2020' and a closing date of '12/01/2020'. An 'Add' button is located next to this row. On the right, a box lists 'HSR UK 2020 Key Dates' and 'Supported By: The Health Foundation' with a social media link for Twitter.

HSR UK The voice of UK Health Services Research

Home Presentation/Poster Submission Session Submission Register Programme Sponsor Manchester Contact T&Cs/How to Pay

Presentation & Poster Submission

To begin your submission please click the 'Add' button below.

Submitter Details

Edit Submitter Details

Category	Closing Date
Presentation and Poster Submission to HSR UK 2020	12/01/2020

Add

HSR UK 2020 Key Dates
Presentation & Poster Submission Closes:
12th January
Session Submission Closes:
12th January
Early Bird Fee available until 31 March

Supported By:
 The Health Foundation

Follow Us On:

Step 5

Submission details

- Input the title of your submission
- Enter the author details and any co-authors, and confirm the presenting author
- Give the relevant data permissions
- Select your preferred method of presentation: 15 minute oral presentation or poster display

The screenshot shows the 'Submission Details' page of the HSR UK 2020 submission portal. The page has a green header with navigation links: Home, Presentation/Poster Submission, Session Submission, Register, Programme, Sponsor, Manchester, Contact, and T&Cs/How to Pay. The main content area is titled 'Submission Details' and includes a 'Cancel' button and a 'Proceed' button. A notice states: 'Please be aware that all submitted papers which are selected for presentation will be included as part of the online conference programme and in the conference abstract book. If you have any issue with this please email hsrukconference@eventage.co.uk'. Another notice says: 'Please provide the title of your submission followed by a brief summary (100 words maximum). The main content of your submission will be entered on the next page.' There is a 'Category:' dropdown menu with 'Abstract Title' selected, and a character count '0 characters of 300'. A 'Data Protection' notice is present: 'I understand that my personal data and my co-authors' personal data submitted will only be used by Eventage, on behalf of HSRUK, and HSRUK for administrative purposes in relation to the submission process for the HSRUK Conference 2020 and will not be shared with any third parties.' Below this is a 'Preferred presentation method' section with two radio buttons: '15 Minute Oral Presentation' (selected) and 'Poster Presentation Only'. There is also a checkbox for 'Use the submitter as the main author?' which is checked. A footer note states: 'Where the Submitter, Main Author and Presenting Authors are different, email communications will go to all.'

HSR UK 2020 Key Dates
Presentation & Poster Submission Closes:
12th January
Session Submission Closes:
12th January
Early Bird Fee available until 31 March

Supported By:

Follow Us On:

#HSRUK20

Step 6

Submission Content

- Paste in your abstract text. Limit: **600 words**
- Ensure your abstract includes the following headings/sections: Background, Method, Results, Implications
- Tables, figures and references should be included in the body of the abstract
- Please note that text pasted in from other applications (e.g. Word) may lose formatting
- Your content is not saved until you click 'Next'

The screenshot shows the 'Submission Content' page of the HSR UK 2020 submission portal. The page has a green header with the HSR UK logo and the text 'The voice of UK Health Services Research'. The navigation links are the same as in Step 5. The main content area is titled 'Submission Content' and includes a 'Back' button and a 'Next' button. A notice states: 'Please enter the content of your submission in the text box below.' Another notice says: 'Please note that contents pasted in from other applications (e.g. Microsoft Word) may lose their formatting. The total length of the abstract cannot exceed 600 words.' Below this is a section titled 'HSRUK Conference: Presentation/Poster Submission' with instructions: 'Please enter your submission in the field below. Please clearly divide your submission into the sections: Background; Methods; Results; and Implications. Tables, Figures and References should be included in the body of the submission.' There is a text area for the submission content. A footer note states: 'Where the Submitter, Main Author and Presenting Authors are different, email communications will go to all.'

HSR UK 2020 Key Dates
Presentation & Poster Submission Closes:
12th January
Session Submission Closes:
12th January
Early Bird Fee available until 31 March

Supported By:

Follow Us On:

#HSRUK20

Step 7

Preview submission

- This page will show a preview of your submission. Note that you will only see the main author's details, even if you have added co-authors. Your submission is now saved in the system, but not yet submitted.
- To make changes on previous pages, click the 'Back' button
- If you do not click 'Submit' and leave the page, your submission will still be saved and marked incomplete. You can log in to make amendments and complete the submission up **until midnight on 12 January**
- **When your submission is complete and you are ready to submit it, click 'Submit'. Once submitted you can still log in up until midnight on 12 January to make amendments**
- If you click submit in error, please email hsrukconference@eventage.co.uk or log in and select the 'Remove' button next to the submission you wish to remove

The screenshot shows the 'Submission Preview' page for HSR UK. At the top is a green header with the HSR UK logo and the tagline 'The voice of UK Health Services Research'. Below the header is a navigation bar with links: Home, Presentation/Poster Submission, Session Submission, Register, Programme, Sponsor, Manchester, Contact, and T&Cs/How to Pay. The main content area is titled 'Submission Preview' and contains a 'Back' button and a 'Submit' button. Below these buttons is a message: 'Please review your submission before clicking Submit.' followed by 'Preview of abstract after formatting'. There are four input fields labeled 'Title:', 'Topic:', 'Author:', and 'Company:'. At the bottom of the form are another 'Back' and 'Submit' button. To the right of the form is a box titled 'HSR UK 2020 Key Dates' containing submission closing dates: 'Presentation & Poster Submission Closes: 12th January' and 'Session Submission Closes: 12th January', with a note 'Early Bird Fee available until 31 March'. Below this box is the 'Supported By:' section featuring 'The Health Foundation' logo and 'Follow Us On:' with Twitter and LinkedIn icons and the hashtag #HSRUK20.

Step 8

Confirmation of abstract submission

- You will receive a confirmation email when you have successfully submitted your abstract
- If you do not receive this email, please contact: hsrukconference@eventage.co.uk