

NETworking & Innovation in Healthcare Education Conference

Tuesday 5 – Thursday 7 December 2023
In person, the Hilton Hotel, Liverpool, UK

Submission guidelines

Submissions should be made online via the following link: <https://advance-he.onlinesurveys.ac.uk/net2023-submissions>.

Deadline for submission: midnight, Monday 26 June 2023.

The following provides an outline of the information required in your submission and guidance on how to complete each section.

Privacy statement

You will be asked to read and accept [Advance HE's privacy statement](#), which explains how we will use and store any data provided by you on the submission form.

Conditions

We ask presenters to agree to a number of conditions that will allow Advance HE to successfully deliver and promote the conference.

Before submitting your proposal, please be aware that you will be asked to agree to the following:

- attending the conference in person for a minimum of one day to present your session should it be accepted into the conference programme. Please note, presenter places are not free of charge, but are offered at a discounted rate;
- adapting your presentation for virtual delivery if the Covid-19 pandemic prevents the in-person delivery of the conference;
- in the case of switching to virtual delivery, permitting the recording of your session and for this to be circulated as resources to conference delegates;
- pre-recording any presentation elements of your session to be circulated as resources to conference delegates;
- abiding by any vaccination, testing or Covid passport requirements stipulated by the Government, Local Authority, Advance HE or the conference venue (These will be confirmed closer to the date of the conference and will be guided by governmental advice);
- the collection and storage of personal data, as outlined in [Advance HE's privacy policy](#);
- information about yourself, your co-presenters, your institution and your session details being promoted externally on the web-based conference programme;
- Slide decks, PDF resources and pre-recordings for your session being shared with delegates before and after the conference;
- your session being photographed or videoed during the conference at Advance HE's discretion;
- your and your co-presenters' details (name, email address, institution, biography and Twitter name) being shared during the conference on Advance HE's events app.

If you are uncomfortable agreeing to any of these conditions, please select 'Other', provide further details and we will contact you to discuss.

Contact details

Please include details for the main presenter (who will also be the main person for correspondence), as well as contact details for all contributors who intend to co-present at the

conference. Short biographies for each presenter should be provided which will be added to the conference app and made available for all conference delegates to view. Biographies should be no longer than 100 words and should be written in the **third-person singular**.

So that we can analyse demographics relating to healthcare professions submitting and attending the conference, please select your healthcare profession from the list. If your profession is missing, please select 'Other' and add in your profession.

You will also be asked for these details for each of the co-presenters delivering your session.

Pre-registration students/undergraduate students

If you, or one of your co-presenters are a pre-registration student or an undergraduate student you may be eligible for the Andrew McKee Prize. If you are a pre-registration student or undergraduate student and have prepared and submitted an abstract by yourself (or with a group of other students), please select 'Yes'.

First-time presenters

If this is your or any of your co-presenters' first time presenting at **ANY** conference (not just at a previous NET conference), please select 'Yes'. If you lead the session, present the paper and respond to the questions at the end of the session, you may be eligible for the Best First-Time Presenter Prize. The prize may also be awarded to a team of presenters who are all first-time presenters.

Proposed submission

You will now be asked to provide details of the session that you are intending to deliver at the conference. Please ensure that you complete all the relevant fields.

Session title

Please give your session a name that describes your session concisely and attractively to conference delegates. On request, the title of your session can be changed ahead of publishing the programme but, typically, this title will be used in the programme and all publicity of your session online or on the conference app.

Promotional abstract

This abstract will be used for **publicity purposes only** to promote your session via the Advance HE website, Connect site, Twitter and the conference app. This should set out the aims and objectives of the session and be written in full sentences in a way that will attract delegates to your session. This should be no longer than 100 words. This section **is not** passed to the Scientific Panel for review, and **should not be misinterpreted as an introduction or background** to your overall abstract.

Type of abstract

Please indicate the type of abstract you are submitting. Full details regarding the abstract types and the conference themes can be found in the call for papers.

You will have the option to select from:

- **Oral presentation for themed session;**
- **Roundtable presentation;**
- **Lightning talk;** or
- **Poster.**

Oral presentations for themed sessions should relate to either research studies or innovation projects undertaken or in progress at your institution.

- **Research studies** should focus on the education of healthcare professionals and have implications for learning, teaching or assessment. This is an opportunity to present a fully

completed study, a completed phase of a study or a systematic review. Submissions should acknowledge the international relevance of the research and its impact on healthcare education practice in higher education. A study, or phase of study, must be complete with the data available and analysed by the time of presentation at the beginning of December 2023.

- **Innovation projects** are an opportunity to present educational innovations/developments that have been implemented in one or a small number of sites and their contribution and value evaluated. These presentations are intended to trigger debate about how small-scale innovations may be useful in other settings. They may include reports of innovations in clinical practice, together with the implications for educational development and change.

Roundtable presentations should present a scholarly, conceptual, evidence-based, reflective perspective on a contemporary educational issue. Submissions in this category should be well referenced, tightly structured and robustly argued. They should be designed to stimulate debate about the key issues raised.

Lightning talk presentations allow for the rapid dissemination of information and are ideal to present information about new or ongoing research, innovations in progress, findings from recent studies, or ideas for collaborative projects. Submissions should clearly outline the study, innovation or proposed project and demonstrate its relevance to healthcare education.

Theme

All submissions should relate to one of the conference sub-themes. Please select the theme that is most appropriate for your session:

- Enabling success through recruitment and admissions, learning design and delivery;
- Enabling success through belonging and learner engagement;
- Enabling success through learner support;
- Innovating to develop the future healthcare workforce.

Full details regarding the conference themes can be found in the call for papers.

Summary of proposed session

Summaries should not exceed 500 words. Your summary should provide details of your proposed session, the background to your research or innovation or why an issue should be raised for debate. You should endeavour to position your session within current literature or recent trends. If your session relates to a research study, briefly include the research methodology and key findings. All summaries should be written in English, with acronyms spelled out in full. You should include the clear implications for healthcare education tomorrow, the lessons delegates will learn from your session, and address the interests of an international and multidisciplinary healthcare audience.

When citing literature in this section, please use a short citation (e.g. (Carter & Lewis, 2020)). All citations should then be referenced fully in the References section.

References

Please include **only references for publications cited** in the body of your abstract. References should be listed alphabetically by author, using the Harvard style of referencing.

Keywords

Please provide up to five keywords that best apply to your abstract.

Additional equipment

As standard, all physical rooms will be supplied with a Windows laptop with connection to the internet, a projector, screen, a flip chart, pens, post-it notes and a variety of other stationery. If you require any further equipment, please specify this here.

For presenters who wish to bring their own laptops, standard adapter cables (VGA and HDMI) will be available. Wherever possible, presenters wishing to use a Mac laptop or a MacBook should bring an appropriate adapter with them to connect to the projector cables.

Additional requirements

If you anticipate having any additional requirements when attending the conference, please make us aware of these here. These may include accessibility or access requirements, live captioning, BSL interpreters, access for a support worker or guide dog, or other additional requirements that will enable you to present your session in person at the conference.