

Making the invisible, visible:
addressing unequal access to clinical research

4-5 July
2024

UK Clinical Research Facility Network **19th Annual Conference**



Showcase your projects and research **at UKCRF Network 19th Annual Conference**

Poster Guidelines

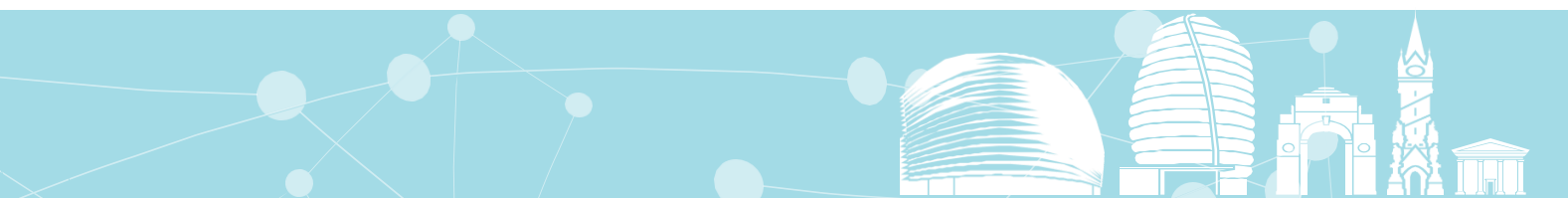
The Conference is an excellent opportunity to showcase your expertise, innovation, and contribution to inclusive research. We are looking for submissions that demonstrate the contribution of your facility that aligns with our conference theme, 'Making the invisible, visible: addressing unequal access to clinical research.'

We want to ensure as many people as possible share their achievements at this Conference and so we invite you to submit abstracts for posters to be displayed across the two days.

This document outlines the criteria and process for submission.

Process Outline

- Please submit a 250-word abstract summarising the details of your poster in line with the guidelines in this document.
- **Closing date for submissions:** 00:00 1st May 2024.
- The outcome of submissions will be confirmed by email, during the week beginning 27th May 2024
- Successful poster authors are required to print a PDF A1 version of their poster for display at the conference on the 4th and 5th of July.
- Successful poster authors are also required to submit the PDF by email, as all posters will also be uploaded to the conference app and UKCRF Network Portal to be made available to staff across the Network, conference attendees and stakeholders.
- At least one poster author should pay and attend the conference on the 4th and 5th of July at Leicester Tigers, Mattioli Woods Welford Road Stadium, Aylestone Road, Leicester, LE2 7TR.
- By submitting your poster, you give the UKCRF Network and Conference host permission to promote and share your poster.



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- A poster winner for each category will be announced at the end of day 2. The winning posters will be featured on the UKCRF Network website post-conference and be promoted on social media.

Poster Categories

Your poster abstract should relate to one of the following categories.

1. **Outstanding leadership:** examples of where an individual, team or group has demonstrated leadership skills for your facility. This may include personal skills such as the ability to mentor and guide, develop the talents of others, promote teamwork. Or in initiating programmes, projects or improvements which have had a measurable impact on successful outcomes for your facility.
2. **Inspiring others:** how your facility has inspired others to work in, take part in or support experimental research. This will include training, development, or recruitment of research professionals; building trust and mutual understanding in experimental research with communities, patients, and the public; or developing new career pathways which open research to people who otherwise might never have considered this as an option for them.
3. **Collaborative research:** initiatives led by your facility and developed, delivered, or enabled through collaborations in the UK and/or internationally. The collaboration may be between other facilities; other research infrastructure (for example Biomedical Research Centres); with patients, public, communities or third sector organisations; or through establishing bespoke collaborations to bring together the skills, knowledge, and expertise to deliver research that a single facility on its own would not have been able to achieve.



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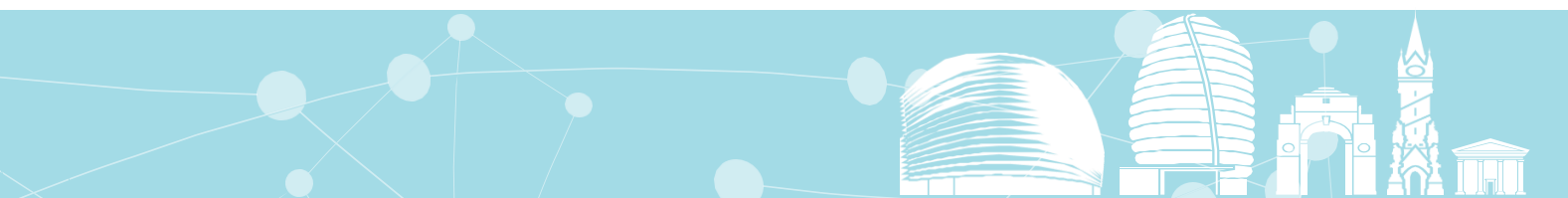
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4. **Science and technology:** a key scientific output from research conducted in and supported by your facility. This category focusses on novel science; the scale of the potential impact or practical application; development of technology as an aid to research methodology; use of data or developments in data science that have enabled research; development of medical technology/medical devices; experimental medicine research into high priority diseases or conditions for the UK and/or the devolved nations.

5. **Breaking down the barriers:** demonstrate how your facility has successfully removed barriers to either engagement or participation in experimental research. This will include examples of making research more accessible, more open, and more relevant to the public or to patients. It will also include examples of increasing the diversity of participants, initiatives to include people and communities who have been under-represented in experimental research or how research design and methodologies have been developed around the needs of a specific target population. This category also includes initiatives to ensure that the research conducted in your facility addresses the health needs of your local, regional, or national populations.

6. **Improving quality and sharing best practice:** demonstrate how your facility has improved the quality, safety, or effectiveness of research. This may be through study design, developments in practice or through initiatives which focus on the development of a “safety culture” or greater understanding of the human factors in decision-making. This category recognises the innovations which have demonstrated measurable improvements in high quality research.



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Assessment Criteria

The conference host poster committee will assess all submissions and will use the following criteria for selection:

1. Broadly connected to the conference theme.
2. Relevance to the category selected.
3. Potential for learning, application, or adoption by other facilities.
4. Evidence of achievement which is measurable, and data driven.
5. Timeliness of the research/initiative.

Poster Design Criteria

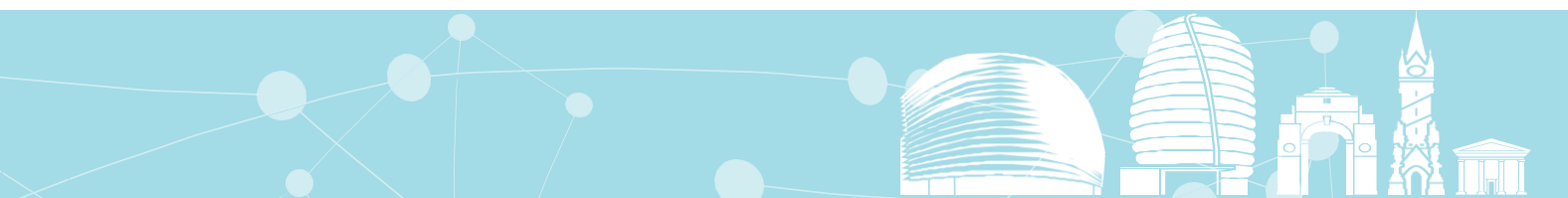
It is the responsibility of the poster authors to comply with the following requirements.

- All posters should be A1, portrait. Other sizes and formats cannot be accommodated on the display boards.
- The poster must include the logo for their Clinical Research Facility/Organisation and adhere to their CRF/organisational branding.
- Poster text should be clear, concise and readable.
- The poster should be as visually appealing and as relevant to the target audience as possible.

Poster Presentation

The conference host poster committee will select one abstract of outstanding quality for presentation as part of one of the plenary sessions at the Conference; when submitting your abstract please use the form to indicate if you would be happy for your abstract to be considered for presentation. The organising committee will use the following additional criteria to make this selection:

- The content highlights the role of the clinical research facility and covers the following elements of the overall conference theme:
 - Addressing unequal access and ensuring inclusivity in research.



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How to submit your abstract

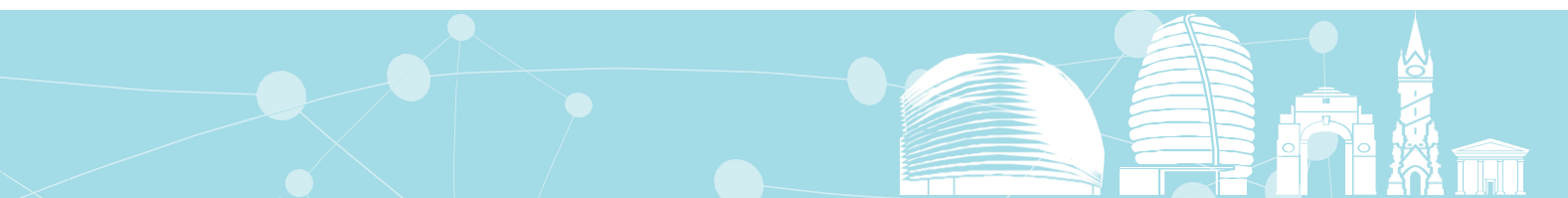
- Only applications submitted via the Conference online submission form will be accepted. The online portal can be accessed here: <https://forms.office.com/e/SEU8kYC1V4>
- The deadline for submission is: 00:00 01 May 2024
- You must complete all required fields in the submission form for your abstract to be accepted.
- Submissions must meet the word count limit – see guidelines below.
- Submissions cannot be made after the closing date/time.
- Submission of your abstract is confirmation that, if selected, you will abide by the requirements for conference attendance and for design, production and display of your poster.
- Submitting an abstract is not a guarantee that you will be invited to display of your poster. Authors will be advised on the outcome of the selection process whether they are successful or unsuccessful.
- Acceptance of abstracts and selection for poster presentation is at the discretion of the Host's poster review committee whose decision is final.

Guidelines for abstract submission

Definition: an abstract is a stand-alone piece of work, which provides a succinct description of your research project, and one that is able to be read independently (Hickson, 2008).

The following guidelines should be used when making your submission:

- The title should be concise and clearly define the content of the abstract:
- Use your 250 words carefully: make sure the information is succinct and relevant to the category you have chosen.
- The time frame is current: submissions should reflect new activity or demonstrate significant improvements in the 12 months prior to submission; improvements should be measurable, and data driven.
- All submissions should acknowledge the expertise/benefits of your CRF.



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During the Conference

- At least one poster author must register and pay to attend the conference on both days. It does not need to be the same author for both days.
- Poster presenters are expected to stand by their poster to answer questions during the official poster viewing session of the conference on day 2.
- Poster authors may also want to consider standing by their poster during the breaks where possible.
- Delegates will be encouraged to register their votes and the conference host will select a winner for each category.
- At least one poster author must be present for the prize giving at the end of day 2.
- Poster authors are responsible for removing their poster display at the end of the Conference.
- Any posters which are not removed cannot be returned to you after the event.

