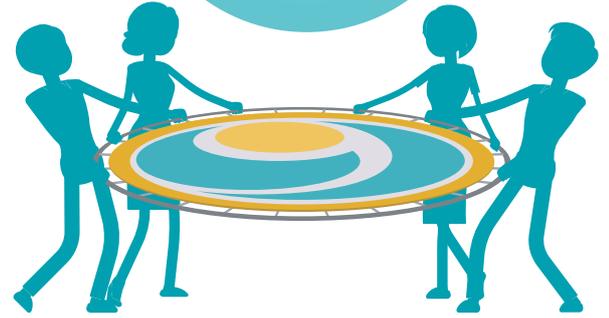


CANCER CARE: STAYING SAFE
UKONS Annual Conference
22–23 November 2019
The International Centre, Telford



UKONS members are invited to submit their abstracts for either a poster and/or an oral presentation. The theme of the conference is 'Cancer Care: Staying Safe'. The abstracts are to be submitted in one of the following categories:

- Emotional safety
- Professional safety
- Patient and carer safety

Oral presentations and/or posters will be accepted that report original work relating to innovation to improve cancer patient experience and outcomes. The presenter should be involved in the original work.

Prizes will be awarded for the top three poster presentations. The author(s) should submit an abstract to OPEN Health Medical Communications by 5pm on **Friday 19 July 2019**. Abstracts will be reviewed by the conference committee and chosen author(s) will be invited to display their posters for the duration of the conference.

Please note if your abstract has been accepted, it is expected for you to register and attend the conference in person at your own expense.

Please note the following guidelines:

Length of abstract

Maximum of 300 words plain text (no tables or figures) in the abstract box. It is suggested that the abstract is prepared in Word first and a word count performed as the electronic submission software will not accept more than 300 words.

Format of abstract

Abstract should include:

- Introduction to the background of the investigation
- Aims/objectives
- Methodology (for example, numbers of subjects in the study and means of collection of data)
- Results (clearly stated with, statistical support if appropriate)
- Discussion/conclusion
- Abstracts without references will not be accepted for review

NB: In general, the abstract should be informative and contain as much detail as possible. Note that references (maximum of 4) should be entered in the online box provided.

Submission process

1. Please submit your abstract online by going to www.ukons.org
2. Complete the online form. You will be asked in separate drop-down boxes for the following:
 - Abstract title
 - Primary author and names of co-authors
 - Place of work and department
 - Job title

- Address
 - Telephone number and email
 - Submission can be for poster & for oral presentation
 - Abstract body (maximum of 300 words)
 - References
 - Abstract category (as per above)
 - Has your abstract been presented or submitted for prior presentation elsewhere?
 - Agree to inclusion in book of abstracts
3. Abstracts which do not meet the above requirements or are deemed not to be of an acceptable overall standard will not be accepted.
 4. The deadline for receipt by OPEN Health Medical Communications of completed abstracts is **5pm on Friday 19 July 2019**.
 5. The Board reserves the right to restrict acceptance of posters/oral presentations describing work carried out primarily in, or by members working in, the pharmaceutical industry.
 6. The Board reserves the right to reject any submission which is deemed not to meet the specified criteria or to be in any way incompatible with the overall objectives of UKONS and/or the meeting itself. Individual decisions will not be discussed.
 7. All authors will receive an acknowledgement confirming receipt of abstract and will be informed by 16 September

whether or not their abstract has been accepted for presentation as a poster. If a notification is not received, please contact ukons@openhealthgroup.com, otherwise you risk your entry not being accepted for inclusion in the conference programme.

8. Submissions chosen for an oral presentation on Friday 22 November will be informed by 16 September (names and presentation titles will appear on the final programme).
9. All successful entrants will be eligible for the early bird conference discount.

Judging of best abstracts

The abstracts will be judged by Board members of UKONS. Judges will declare conflicts of interest for each judged abstract. Judges declaring a conflict of interest may not vote on the abstract identified. The judging panel ensure adherence to these guidelines before prizes are awarded. These will be judged by the following criteria:

- Theoretical basis
- Relevance to/implications for practice
- Clarity of writing and clarity of presentation

Awards

A selection of abstracts from each theme will be chosen to be presented orally at the conference. The three streams will run concurrently on Friday 22 November. The judges will select three posters for prizes.

Abstracts will be assessed for acceptability against the following criteria:

1. Abstracts should relate to the authors' own work, **it is a condition of acceptance that at least one of the authors attends the conference as a registered delegate.**
2. The contribution should relate to original work in cancer nursing and will normally be a report of: a) a completed piece of work, or b) work in progress with completion planned in time to allow outcomes to be reported in the presentation.
3. If the work has been presented or submitted for prior presentation elsewhere, this should be made clear in the submission and the UKONS Board reserves the right to reject any such submission.
4. The work presented should be specific and unambiguous and the author(s) should ensure that reliance can be placed on the precision of their data by, if appropriate, the use of statistical methods. The introduction should be used to put the content of the presentation into context with current thinking, the relevant literature, etc.