The British Psychosocial Oncology Society Annual Conference 2025

27-28 March 2025, Holiday Inn Manchester - City Centre

Submission Guidelines

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Log into the submission system here.

You will need to create a new account. It is a quick and simple process.

TIMELINES

Authors are strongly advised to register on the online submission system and begin preparing their submissions well in advance of the following deadlines:

October 2024	Online submission system opens
Wednesday 11 December 2024, 10:00am GMT	Submission Deadline (Extended from 10:00am GMT 9 December)
w/c 20 January 2025	Notification of submission acceptance
w/c 27 January 2025	Conference programme announced and presenters notified of presenting day
27-28 March 2024	Conference dates

STRUCTURE FOR ALL SUBMISSIONS

Submissions are being accepted that describe psychosocial oncology research or service innovation. All abstracts should be up to 300 words, exclusive of the title. It should <u>not</u> include references. Abstracts of accepted papers will be available to download on the conference website and will be published as a supplement in the journal *Psycho-Oncology*.

Abstracts must be structured according to the following format:

Research or Service Innovation

Background: Give a concise summary of information, which places the research or service in context.

Aims: Describe the aims of the research or service.

Methods: Describe research methods or service design/set-up, number of participants, methods of data collection and analysis.

Results: State the findings from the research

Conclusion: State the conclusions that can be drawn from the work described, including theoretical, methodological or applied/policy implications as appropriate and any key limitations of the study.

Previously presented or published work

Research that has previously been published and/or presented at another event may be considered for presentation.

Work-in-progress

Work-in-progress research may be submitted, please include preliminary results, or a completion date for the research, where possible.

PRESENTATION TYPES

BPOS welcomes submissions from both academics and practitioners. The quality of the scientific programme depends on your submissions and we thank you for choosing this conference to present your work. You will be asked whether you wish to present an oral presentation, poster presentation or either.

Poster presentations	Individual or linked - is an opportunity to present work in progress and for presenters and participants to discuss work and findings. Posters will be displayed for the duration of the conference. We will accept protocol descriptions and works in progress for poster presentations.
Oral presentations	Oral presentations will be allocated approximately 15 minutes per presentation*. Your presentation should last no longer than 12 minutes to allow a minimum of 3 minutes for Q&A. Works in progress / protocol papers are not suitable for oral presentations. Each session will have a Chair. *The time allocated to oral presentations may increase or decrease depending on the quantity of submissions received.
Flash presentations	Flash Talks will be allocated 5 minutes in total - 3 minutes for presentation, 2 minutes for Q&A. These are especially well-suited to works in progress, small-scale studies or for those who have not presented at a conference before. Each session will have a Chair.

REVIEWING PROCEDURE

Reviewers will be assessing each submission on a number of criteria:
- Written quality
- Suitability for BPOS Annual Conference
- Overall quality

Each submission is blind reviewed by at least two members of the BPOS Scientific Committee according to established criteria and standards.

Please note:
- **Submissions will be considered solely on the information you provide**
- **If a submission does not evidence all the required elements set out in the submission information above it will be rejected**

Authors will be notified of the reviewers decision via email. The decision of the reviewers is final. The conference organising committee are unable to respond to further enquiries once a decision has been made. Every effort will have been made to accommodate any timetable constraints notified at the time of submission. BPOS may offer a presentation format that differs from the preferred format identified during the submission.

FURTHER INFORMATION

Registration
All presenters are expected to register, and pay, at the appropriate rate. Registration is open from November 2024. Presenters must be registered by Monday 17 February 2025.

CONTACTS

bpos@kc-jones.co.uk

Conference Website

01332 947073