**NHS Scotland Event 2024**

**Poster Abstract Form**

**Final abstract submission entry deadline:**

**Thursday 21 March 2024**

**Please refer to the NHS Scotland Event** [**website**](https://nhsscotlandevents.com/) **for full details of submitting a Poster abstract.**

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| **NHS Scotland Abstracts Only**  It is important that NHS Scotland employees discuss the content of your Poster abstract  with your Poster co-ordinator by **Thursday 14 March 2024**.  Your Poster abstract will be reviewed by your Poster Co-ordinator or by your employing governance arrangements and constructive feedback will be provided on the content – with possibly some editorial changes suggested where appropriate. |

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| **Abstracts Co-authored by representatives of NHS Scotland and a Partner Organisation**  Where a Poster is co-authored by representatives of NHS Scotland and a partner organisation, please ensure the content of the Poster is fully signed off through the governance arrangements of both organisations (i.e. the NHS Scotland employee will do this via the Poster co-ordinator and the partner organisation will do this via their employing governance arrangements) - before it is submitted to the online Poster abstract system. |

**Abstracts must not exceed 400 words, excluding title, references and any diagrams.**

**Poster abstracts should make explicit reference to how you are contributing to the work being recognised within the Poster category.**

**NHS Scotland Event 2024 Poster Abstract Form**

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| **Category:** |  |
| **Title of Abstract:** |  |
| **Submitting Organisation(s)** |  |
| **Lead Poster Author Name:**  **Telephone:**  **Email:**  **Name(s) of Abstract Author(s):** |  |
| **Additional Author Name(s):**  **Telephone:**  **Email:**  *Please include all those who wish to receive updates/correspondence about the Poster abstract submitted* |  |
| **Description** | A clear description of why the project was needed and what its aims were; |
| **Methodology** | 1. A clear and logical presentation of the method of actions taken to address those needs in a systematic way;  2. What is the benefit over the current practice; and  3. If applicable, where would the intervention sit in the overall process/pathway and what additional resources/staffing are required. |
| **Aims/Objectives** | Clear articulation of how the project supports our key priorities in a way that is relevant, interesting and may bring new thoughts and ideas to delegates; |
| **Results/Outcomes** | The project outcomes and/or conclusion accurately reflect the evidence presented and draw appropriate conclusions; |
| **References** | References should follow Vancouver Convention: name, title, publication, year, chapter, page number/s and should be listed on a separate page. References: remember to acknowledge any other individuals, funders or specific programmes. |

**In accordance with the quality assurance guidelines, it is important that you discuss the content of your Poster abstract with your line manager, NHS Board Quality Improvement Lead or Clinical Governance Lead prior to final online submission.**

**Data Protection Permission**

Due to data protection legislation, when submitting your **final abstract via the online portal**, you will be asked to provide express permissions in relation to sharing the data contained in your abstract. These will be as follows:

* Eventage – who facilitate the online Poster system for the NHS Scotland Event 2024;
* Shortlisters for the Poster process agreed through the NHS Scotland Event 2024 governance arrangements; and
* The Poster Lead for the NHS Scotland Event 2024 for the purposes of communicating with Poster authors;

The Scottish Government may wish to contact you in the future regarding the work described in your abstract so that further information can be obtained in an effort to share good practice.  We would therefore ask that you also tick the box to confirm you are content that we have your permission to do so.

The NHS Scotland Events team may also feature work described in the abstracts for promotional activity. We would therefore ask that you also tick the box to confirm you are content that we have your permission to do so.