

GP19 session submission guidelines

GP19 will see the RACGP's annual conference transition to a clinical update conference focussed on topics that affect GPs in their clinical settings and presentations that are hands-on, interactive and/or highly engaging.

What are we looking for?

- Topics that are relevant to GPs in the setting of their practices and clinics
- Presenters who will deliver a session in an innovative and interactive learning style. We want attendees to have the opportunity to be involved and actively engaged in the learning
- Presentations that run for 30 minutes, 45 minutes or one hour or, in the case of the WISE, TEDTalk Style and Pecha Kucha presentations, shorter dynamic presentations of 15 minutes

Submission of research presentations is welcomed. The research should be at a late stage or completed, and the presentation must demonstrate the clinical implications of the research to GPs in practice.

Please read through the below guidelines before starting the submission process as they will provide you with vital information you will need to have ready to complete your submission.

Submission Process Guidelines

Please read the following guidelines regarding the submission process.

- Only presentations submitted via the RACGP online portal can be accepted.
- A brief summary (40 words maximum) of each presentation will be included in conference app.
- A maximum of two presentations per presenter/submitter can be made.
- Submissions must be in English.
- Submissions should be text only, no diagrams, illustrations, tables or graphics.
- If you are submitting on behalf of a corporate entity, please ensure you read the [QI&CPD guidelines](#).
- If applicable, authors and/or presenters must declare conflicts of interest when submitting.
- A short biography for the presenter/s is required as part of your submission (maximum of 40 – 50 words per presenter).
- Submissions are to be submitted on the GP19 session template. Please refer to the individual sections and answer in paragraph format.
- All submissions will be double peer blind reviewed according to the review criteria. You can review the criteria against which submissions will be reviewed on page 5 of these guidelines.

- The RACGP reserves the right to accept and decline submissions according to the final weighting each paper will be given. Those not accepted for a presentation will be offered the opportunity to display a poster at the conference.
- Upon acceptance, submissions will be allocated a presentation date and time. If you are unable present on any specific day between 24 and 26 October 2019 inclusive, please note this in the applicable section in the submission process.
- The RACGP reserves the right to change presentation dates and times if needed. In this instance every effort will be made to find an alternative presentation slot that is suitable to the presenter.
- If you accept the RACGP's offer to present and subsequently need to change the date or time, we cannot guarantee this request can be made and you may be required to withdraw your presentation instead.
- The conference organisers will not be held responsible for submission errors caused by internet service outages, hardware or software delays, power outages or unforeseen events.
- It is the responsibility of the submitter to ensure that the submission is correct.
- Submitters will receive notification of the outcome of their submission from mid-May 2019.
- Presenters are required to register and pay for their registration for the conference by 01 August 2019; otherwise, the presentation may be removed from the program.
- Presenters/authors are responsible for arranging and paying for their travel and accommodation.

Subthemes

During the submission process, you will be asked to select which sub-theme in which your presentation best fits.

- **Healthy GP**
 - Your health and well-being
 - General practice systems and quality
 - Special interests in general practice
- **Healthy patient**
 - Clinical conditions and skills
 - Healthy families
 - Vulnerable groups
 - Challenging patients
- **Healthy community**
 - Rural health
 - Aboriginal and Torres Strait Islander health
 - Refugee health
 - Public health

- **Healthy nation**
 - Workforce issues
 - Environment and medicine
 - Politics in general practice
 - Telehealth

- **Healthy future**
 - Teaching and training in general practice
 - Innovation in general practice
 - The future of general practice
 - Technology

- **Other**

Should you wish to submit for a topic/theme that does not specifically fit within one of the sub-themes, you may select the 'other' option and provide further details on your intended presentation topic/theme

Stage of career

Submitters will be asked to indicate which stages of career your presentation would be most appealing to. You will be asked to choose all that are relevant.

- Medical student
- Resident/intern
- International Medicate Graduate
- Registrar undertaken GP training
- New Fellow (Fellowed in last 5 years)
- Mid-career (6-35 years post-Fellowship)
- 35+ years post-Fellowship
- Research
- Training

Presentation types

Presentations can be for 30 minutes, 45 minutes, one hour or, in the case of the WISE, TEDTalk style and Pecha Kucha presentations, shorter 15 minutes time frames for highly dynamic and interactive presentations. These times include an allocation for questions. As part of your submission, you will be asked to provide further detail on your presentation format:

Length of presentation

- 15 minutes (WISE, TEDTalk style presentations and Pecha Kucha only)
- 30 minutes
- 45 minutes
- One hour

Presentation style

The below are examples of some of the presentation types available. If you would like to present in a format not listed below, please select 'other' during the submission process and provide an overview.

- **Practical skills workshop**
 - This is where you intend to use equipment or conduct activities that would require attendees to move around and/or be physically engaged in an activity.
- **Small group learning**
 - This is where you encourage attendees to interact with each other in small groups as part of your presentation.
 - For this type of presentation, we'd suggest using round tables of 8-10 people per table and you would pose thoughts or discussion topics to the audience who then discuss in their tables with a selection sharing thoughts back to the wider audience.
- **Case study discussion**
 - For this type of session presenters are encouraged to engage the audience in discussion on the case study.
 - This could be done through the use of technology where the presenter asks questions of the audience or where the presenter encourages the audience to interact in small groups and share thoughts and discussions with the wider audience.
- **Oral presentation**
 - Oral presentations are encouraged to be dynamic and highly engaging.
 - An example would be a TEDTalk style presentation that engages the audience through questions from the floor or via the app.
- **Speed dating style of presentation**
 - This style of presentation would be where you have multiple speakers each presenting to a small group. Each speaker would then rotate and present the same presentation to each group throughout the session.
 - An example of where this has been used in the past is with a subject such as oncology. Each presenter was a specialist in a different type of oncology and presented an update on their area to a group and then moved to the next group to repeat the presentation.
- **PechaKucha**
 - PechaKucha is a presentation style in which 20 slides are shown for 20 seconds each. The format keeps presentations concise and fast-paced.
- **WISE (Wisdom in small episodes)**
 - WISE is a presentation style that includes a 10 minute talk about something you have learned or something new you have tried that worked well in practice. This is then followed by 5 minutes of questions and discussions.
 - It could be about how you have applied an evidence base or something you have changed in your practice and the outcome.

Room set up

To assist with conference planning and program allocations, you will be asked to indicate which room set up would be most suitable for your presentation, considering maximising the delegate engagement in your session. Please note, the below options are a guide only and the RACGP cannot guarantee that this room set up will be provided.

- Open round tables with 8-10 people on each table.
- Classroom seating where attendees are at a desk so they can write easily.
- Theatre seating or traditional presentation seating.
- Multiple theatre groups in the same room for small group learning or speed dating.
- If you wish to propose a different style of seating, select 'other' during the submission process and provide further details on your requested room setup.

Posters

You can select to submit for a presentation, poster or both. Posters will be required to be portrait orientation with the preferred size either A0 or B0. If your submission to present a session is not selected, you will be given the option to present a poster.

Further guidelines will be available once the submission review has been completed.

Program scheduling

Presenters are expected to be available to present at any time between Thursday 24 and Saturday 26 October 2019. Should you not be available to present on specific dates, please indicate this in the applicable part of the submission form.

Due to the large number of speakers included in the GP19 program, any request to alter the allocated time slot will be considered on a case by case basis with consideration to the impact on the whole program and other speakers.

Posters will be permanently displayed throughout the conference in the exhibition hall. They will not be facilitated, however, if possible, you are encouraged to remain near your poster during break times should you wish to elaborate on your subject matter.

Conflict of interest and disclosure

The RACGP takes the view that any potential conflicts of interest must be recognised and stated. If there is doubt about the existence of a conflict, it is preferable to err on the side of caution and make a disclosure. The intent of the disclosure is not to prohibit speakers from presenting, but rather to inform the audience of any possible bias that speakers may have.

Conflicts of interest (COI) are common and some would say almost inevitable. COI are secondary interests (eg. personal, commercial, political, academic or financial) that may influence judgements of the audience receiving the presentation. COI have been described as those which, when revealed later, would make a reasonable delegate feel misled or deceived. Financial interests may include employment, research funding, sponsorship, stock or share ownership, payment for lectures or travel, consultancies, company support for staff commissioning/funding/ sponsoring of any element of the paper, any financial or potential financial benefit, or PR firm involvement. This is not an

exhaustive list of potential conflicts, rather an indication of the range of potential conflicts of interest.

Disclosure must be done verbally and displayed in writing on a slide at the beginning of a presentation. It may also be included in written conference materials.

Review Criteria

Submissions will be double blind peer reviewed in accordance with the following review criteria. There will be four scored questions, which will determine the overall rating of the submission. Presentations will then be selected based on their score. Those with the highest score will be given priority placement in the program based on the amount of sessions that are available to be filled. Should there not be enough spaces in the program for presentations; submitters will be offered the opportunity to present as a poster.

It is the policy of the RACGP not to release the details of those who reviewed the submissions. If requested, you will be given your overall rating. As submissions are double blind peer, reviewed requests for a reconsideration of your rating cannot be considered.

1. Does the submission clearly demonstrate how the presentation will provide new learnings, innovation, education or hands-on updates to GPs to be used in a practical clinical setting? **(7 points)**
2. Is the subject matter relevant to GPs and something that they see in a clinical or practice setting? **(7 points)**
3. Does the submission clearly demonstrate how the presentation will engage attendees and enhance their learning through interaction or practical implementation of the learning in a clinical setting? **(4 points)**
4. Does the submission provide evidence to support the learnings, education or hands-on skill update? As an evidence-based College, it is essential that there is evidence to substantiate the content. **(4 points)**
5. Will the presentation introduce or showcase a new or fairly new skill to the audience? For example, this may be a relatively new way to perform a procedure that is something most GPs may not yet have tried or been trained on. **(3 points)**

Session submission template

Only submissions made via the RACGP portal will be accepted. Submissions must use the [GP19 submission template](#).

Should you have any questions or difficulties please contact the RACGP Events Team via GP19@racgp.org.au or phone 1800 472 247.

Key dates

**Dates are subject to change by the conference organisers*

Submissions open:	February 2019
Submission close:	Tuesday 30 April 2019
Notification of results:	Mid-May 2019
GP19 registration opens:	Thursday 16 May 2019
Early-bird registration closes:	Thursday 1 August 2019
Presenter registration closes:	Thursday 1 August 2019
GP19 ALM Workshops:	Wednesday 23 October 2019
GP19 Conference:	Thursday 24 – Saturday 26 October 2019