**Abstract submission details**

* Abstracts of no more than 400 words to be submitted by **2 February 2016**

State clearly the names, designations and institutions (as applicable) of all authors, with full address and contact details of the main correspondent

* Include title of paper and references using the Harvard referencing style
* Abstracts should be free from jargon, abbreviations and 'shorthand'

**Poster**   
Posters should address topical, innovative and emerging issues related to the theme of ‘**Sustainability and you**’. Ideally you will be available to talk with delegates about your poster during the symposium. However you are able to submit a poster without attendance.

* portrait only (not landscape)
* minimum size A1 up to A0 118.9 x 84.1cm

Consider having an accompanying hand-out giving further details, references to your published work and your contact details.

**Paper abstracts**

Paper abstracts will relate to this year's themes ‘**Sustainability and you**’. This is your opportunity to participate fully by presenting your work, passing on your ideas and sharing best practice.

**Paper presentation**

Presenters will be allocated 20 minutes. We suggest you allow about 10 minutes for the presentation and about 10 minutes for group discussion. Your presentation can be in person or via the internet.

Presenters are expected to attend the entire session to contribute to the ongoing debate and discussion.

When preparing your presentation and slides please keep language clear and concise. Please do not use jargon, abbreviations or ‘shorthand’, in your paper or when delivering your presentation. Any abbreviations should be spelt out in full and a brief explanation given of the function of the organisation. Such as:

* NMC: Nursing and Midwifery Council (regulatory body for nursing and midwifery profession in Great Britain)

Use a minimum font size of 24, avoiding unnecessary italics and animations. The best presentations are often the simplest.

You may find it useful to make your presentation participative and interactive by:

* giving a brief introduction to your paper
* extracting the key points from your paper and presenting these as bullet points
* engaging with the participants in a way that suits your presentation style
* drawing your presentation to a close by giving an appropriate summary of key points and implications for healthcare education and practice

Practice your presentation and ensure you keep to time.

Please ensure that you do not over-run as this is discourteous to the speakers following you.