Submission guidelines

Submissions should be made online via the following link: https://advance-he.onlinesurveys.ac.uk/net2022-submissions

Deadline for submission: midnight Friday 25 February 2022.

The following provides an outline of the information required in your submission.

Contact details
Please include details for the main presenter (who will also be the main person for correspondence), as well as contact details for all contributors who intend to co-present at the conference. Short biographies for each presenter should be provided which will be added to the conference app and made available for all conference delegates to view. Biographies should be no longer than 100 words and should be written in the third-person singular.

You will also be asked for these details for each of the co-presenters delivering your session.

Pre-registration students/undergraduate students
If you, or one of your co-presenters are a pre-registration student or an undergraduate student you may be eligible for the Andrew McKee Prize. If you are a pre-registration student or undergraduate student and have prepared and submitted an abstract by yourself (or with a group of other students), please select ‘Yes’.

First-time presenters
If this is your or any of your co-presenters’ first time presenting a paper at ANY conference (not just at a previous NET conference), please select ‘Yes’. If you lead the session, present the paper and respond to the questions at the end of the session, you may be eligible for the Best First-Time Presenter Prize. The prize may also be awarded to a team of presenters who are all first-time presenters.

Mode of delivery
Please indicate whether you will be presenting your session in person at the conference, or remotely. In-person delivery means that you are committing to attending at least one day of the conference (6-8 September 2022) to deliver your session at the venue. ‘Remote delivery’ means you are committing to deliver your session via conferencing technology and attend the hybrid day of the conference (8 September 2022).

If you select ‘remote’ you will be asked whether this is an essential or a preferred requirement, and asked to give your reasons for selecting this option.

Please note, due to limitations of sessions available for remote presenters, those whose remote attendance is essential will be prioritised in the schedule over a preferred option.

If you selected ‘remote’ as a preferred option, and your session is selected by the reviewers, but cannot be scheduled into the hybrid programme on 8 September 2022, you may be given a provisional offer of acceptance dependent on in-person delivery.

Once you have confirmed acceptance of any offer to present, regardless of delivery mode, it will not be possible to change.

Proposed submission
You will now be asked to provide details of the session that you are intending to deliver at the conference. Please ensure that you complete all the relevant fields.
Session title
Please give your session a name that describes your session concisely and attractively to conference delegates. On request, the title of your session can be changed ahead of publishing the programme but, typically, this title will be used in the programme and all publicity of your session online or on the conference app.

Promotional abstract
This abstract will be used for publicity purposes only to promote your session via the Advance HE website, Connect site, Twitter and the conference app. This should set out the aims and objectives of the session and be written in full sentences in a way that will attract delegates to your session. This should be no longer than 100 words. This section is not passed to the Scientific Panel for review, and should not be misinterpreted as an introduction or background to your overall abstract.

Type of abstract
Please indicate the type of abstract you are submitting. Full details regarding the abstract types and the conference themes can be found here.

You will have the option to select from:
- Theme paper;
- poster presentation;
- Symposium; or
- poster presentation.

The subsequent sections ask questions relevant to the abstract type selected.

Theme paper
Conference theme
Please select the theme to which your paper most closely aligns. Papers will be grouped into these themes within sessions to showcase complementary work and to allow for deeper, more engaging discussion with an audience interested in that specific area of work. Please select only one option from the list of themes:
- Educational enhancement;
- Learning, teaching and assessment strategies;
- Key challenges in healthcare education; or
- Student experience, engagement and achievement.

Category of abstract
Please select one category of abstract from:
- Research paper;
- Innovation paper; or
- Issues for debate paper.

Please note, you should only select ‘Research paper’ if full findings and recommendations from your research study will be completed by the time of the conference.

Submission details
The following sections are structured to ensure parity of submissions and to assist the review process. These vary between category types, and may include: background; key concepts; international relevance; evidence base; literature: aims; research methodology; implementation; ethical considerations; evaluation; knowledge development; key findings and recommendations.

Please complete all sections on this page. Each section has a stated maximum word count that should not be exceeded, but that also provides an indication of the expected length required. In total this section should not exceed 1100 words. Please include citations in this section to evidence the
literature, but do not list full references. A separate section for references appears later in the submission form.

**Poster+ presentations**

**Conference theme**
Please select the theme to which your poster most closely aligns. Poster+ presentations will be included in theme sessions along with theme papers to showcase complementary work and to allow for deeper, more engaging discussion with an audience interested in that specific area of work. Please select only one option from the list of themes:

- Educational enhancement;
- Learning, teaching and assessment strategies;
- Key challenges in healthcare education; or
- Student experience, engagement and achievement.

**Submission details**
The following sections are structured to ensure parity of submissions and to assist the review process. These include: focus/theme/issues addressed; research approaches; evaluation; and implications for healthcare education. Please complete all sections on this page. Each section has a stated maximum word count that should not be exceeded, but that also provides an indication of the expected length required. In total this section should not exceed 300 words.

Please include citations in this section to evidence the literature, but do not list full references. A separate section for references appears later in the submission form.

**Symposia**

**Submission details**
The following sections are structured to ensure parity of submissions and to assist the review process. These include: outline; intended outcomes; and links/synergies between papers. Please complete all sections on this page. Each section has a stated maximum word count that should not be exceeded, but that also provides an indication of the expected length required. In total this section should not exceed 600 words. Please include citations in this section to evidence the literature, but do not list full references. A separate section for references appears later in the submission form.

Please list the title of the paper and author(s) of each of the papers (a minimum of three and maximum of four) that you intend to present during the symposium.

**Poster presentations**

**Submission details**
The following sections are structured to ensure parity of submissions and to assist the review process. These include: focus/theme/issues addressed; research approaches; evaluation; and implications for healthcare education. Please complete all sections on this page. Each section has a stated maximum word count that should not be exceeded, but that also provides an indication of the expected length required. In total this section should not exceed 300 words.

Please include citations in this section to evidence the literature, but do not list full references. A separate section for references appears later in the submission form.

**References**
Please include only references for publications cited in the body of your abstract. References should be listed alphabetically by author, using the Harvard style of referencing.

**Keywords**
Please provide up to five keywords that best apply to your abstract.
Additional equipment
As standard, all physical rooms will be supplied with a Windows laptop with connection to the internet, a projector, screen, a flip chart, pens, post-it notes and a variety of other stationery. If you require any further equipment, please specify this here.

For presenters who wish to bring their own laptops, standard adapter cables (VGA and HDMI) will be available. Wherever possible, presenters wishing to use a Mac laptop or a MacBook should bring an appropriate adapter with them to connect to the projector cables.

Presentations delivered remotely will be broadcast into the physical presentation room via Zoom (or similar) conferencing technology. Speakers, cameras and microphones will be used in the physical presentation room, connected to the Zoom meeting. Remote and in-person presenters will have the ability to engage with all other presenters and delegates, whether they are attending remotely or in person.

Remote presenters should ensure they have a strong internet connection, a webcam and the use of a headset and microphone to ensure good sound quality.

Additional requirements
If you anticipate having any additional requirements when attending the conference (either remotely or in-person), please make us aware of these here. These may include accessibility or access requirements, live captioning, BSL interpreters, access for a support worker or guide dog, or other additional requirements that will enable you to present your session.

Conditions
We ask presenters to agree to a number of conditions that will allow Advance HE to successfully deliver and promote the conference.

Before submitting your proposal, please be aware that you will be asked to agree to the following:

- attending the conference in person or remotely for a minimum of one day to present your session should it be accepted into the conference programme. Please note, presenter places are not free of charge, but are offered at a discounted rate;
- adapting your presentation for virtual delivery if the Covid-19 pandemic prevents the in-person delivery of the conference;
- permitting the recording of your session should it be scheduled for hybrid delivery, and for it to be circulated as resources to remote conference delegates;
- abiding by any vaccination, testing or Covid passport requirements stipulated by the Government, Local Authority, Advance HE or the conference venue (These will be confirmed closer to the date of the conference and will be guided by governmental advice);
- the collection and storage of personal data, as outlined in Advance HE's privacy policy;
- information about yourself, your co-presenters, your institution and your session details being promoted externally on the web-based conference programme;
- Slide decks and any PDF resources from your session being posted after the conference on Advance HE’s website and Connect networking site;
- your session being photographed or videoed during the conference at Advance HE's discretion;
- your and your co-presenters’ details (name, email address, institution, biography and Twitter name) being shared during the conference on Advance HE’s events app.

If you are uncomfortable agreeing to these conditions, please select ‘Other’ and provide further details and we will contact you to discuss.