

Royal College of Psychiatrists
Faculty of Child & Adolescent Annual Residential Meeting
Call for submissions

29th September-1st October 2010, Oxford



Submissions are invited in the following areas:

- 1. Poster communications and short papers for oral presentation** of research findings, clinical innovations or ideas. Poster presentations are intended to be the main medium for communication of new material. This year we plan that 5 promising posters from trainees, or consultants of less than 2 years standing who commenced the study while trainees, can present orally for 8 minutes also if they wish; please indicate your desire to do this in your submission.
- 2. Paper presentations** 20-30 minute reviews of clinical areas or presentation of new theoretical or clinical developments.
- 3. Symposia** Groups of brief papers (10-15 minutes) organised around specific themes of research or clinical practice. Preference will be given to symposia containing three to four papers, from more than one perspective and/or centre. Prospective symposia coordinators are encouraged to contact the Academic Secretary initially, by e mail. Additionally, single papers will also be considered and grouped into themes where possible.
- 4. Workshops** These can either address clinical skills and new developments, or particular areas of methodology, practice or development in teaching or research. Submissions should describe the workshop's learning goals and the intended methods of achieving these through the workshop format.

CLOSING DATE: 26TH February 2010
LATE SUBMISSIONS WILL NOT BE CONSIDERED

The Margaret Davenport Prize will be awarded for the best oral or poster presentation made by a trainee or newly appointed consultant at the meeting. Please note that all applicants must work in the European Union. Indicate in your submission if you are eligible and wish your submission to be considered for the Margaret Davenport Prize.

Registration fees and expenses Those whose submissions are accepted for oral presentation will have their registration fee waived on the day that they speak only. Poster presenters will have to pay the normal registration fees for the conference. Expenses will not be paid to submitted presenters.

How to send abstracts

- Email your abstract to dgoka@rcpsych.ac.uk with the subject reference '**your name – CAP 2010**'.
- Attach your abstract as a Word document.
- Include the following information in your email message:
 - Name of main presenting author
 - Membership number (if applicable)
 - Postal address
 - Daytime telephone number
 - Name of author's work organisation
 - General subject of presentation
 - Whether you are submitting for a Poster, Paper, Symposium or Workshop
 - Whether you are happy for your submission to be allocated a different format (eg poster instead of paper) at the discretion of the committee
 - Whether you are eligible for and would like to be considered for the Margaret Davenport Prize

Notes on the preparation of abstracts

1. Abstracts should be typed single spaced, font size **10** in Word format using standard text, or text-only format. Apple Mac documents cannot be accepted.
2. The title should be in **bold**, followed by the full name(s) of the author and all co-authors, including titles (e.g. Dr) and their affiliations
3. Hand-written abstracts will **not be accepted**.
4. The title must contain no abbreviations.
5. The abstract should not exceed 400 words.
6. Submissions should clearly state the aims, methods and results of the study.
7. Bibliographic references, tables and appendices are not included in the abstract.
8. Please make sure you check all spellings carefully.
9. If accepted, your abstract will be included in the proceedings booklet for the meeting.

Contact:

The Royal College of Psychiatrists, Conference Office

Email: dgoka@rcpsych.ac.uk

Tel: +44 (0) 20 7235 2351 x 6145

Notes on the preparation of posters

If your abstract is accepted for poster presentation at the meeting, the size of the poster board that you will be allocated is 2 metres high x 1 metre wide. The top line(s) should give the title of your abstract with lettering not less than 2.5cm high. The next line(s) should indicate the author(s) and their affiliations. Continue with the introduction, methods, results and discussion as appropriate. The poster should end with conclusions. You are advised to bring your own adhesive Velcro or pins for mounting the presentation on the board. Hand-outs, citations and contact details for distribution to interested delegates are always appreciated.

Please note that we are unable to return posters to presenters if they are left behind at the end of the meeting.