



ROYAL COLLEGE OF PSYCHIATRISTS
**International
Congress**



Easy read submission guidance

**RCPsych International Congress 2027
Monday 14 - Thursday 17 June
Scottish Event Campus, Glasgow**





What's in this guide?

In this guide you can learn about:



What a Congress session is



Who can submit a proposal



What makes a good proposal



The importance of diversity and inclusion in your proposal



What information you need



How to submit using Oxford Abstracts



Speaker expenses



A submission checklist



How to contact us for help



What is this about?

The Royal College of Psychiatrists is asking people to submit ideas for sessions for the 2027 International Congress.

The International Congress is a large event where people come together to:

- Learn about psychiatry
- Share research and good practice
- Discuss important issues in mental health
- Meet colleagues from different places and specialties

You can submit ideas for sessions in the main Congress programme. Poster presentations and fringe events will be invited later.



What is a session?

A session is a planned discussion or series of presentations that take place during the Congress.

Most sessions:

- Last 75 minutes
- Include three speakers
- Have one chairperson (which can be one of the speakers)
- Include around 15 minutes for questions and discussion with the audience

The Congress is an in-person event, so speakers are expected to attend in person

You will need at least three speakers to submit your proposal. If you are struggling to find co-presenters please contact us, congress@rcpsych.ac.uk



Who can submit?

Anyone can submit a proposal if they have a session idea that is relevant to psychiatry.

You can submit more than one proposal.

You will be able to make amendments to your proposal up until the deadline. Do not submit duplicate proposals.

Each year there are many submissions. Around 250 proposals are received, but only around 60 – 65 sessions are selected for the final programme.

This means it is important to provide as much information as possible in your submission.



What makes a good proposal?

The review committee look for sessions that are

Relevant

The topic should be important and useful for psychiatry today

Innovative

The session should include new ideas, research or learning

Balanced

Different perspectives and experiences should be represented

Impactful

People attending should learn something that helps improve practice or patient care



Diversity and inclusion

The College is committed to promoting equity, diversity and inclusion and therefore wants the Congress programme to include different voices and experiences.

When planning your session think about including

- People from different backgrounds
- Different ethnic groups
- Different career stages
- People with lived experience
- International speakers
- People from different organisations and workplaces

Sessions with speakers from only one organisation will not be accepted

You will be asked to explain how your session promotes diversity, inclusion and different perspectives.



What information do I need?

You will need to provide the following information

About you

- Name
- Organisation
- Email address

About your session

- Session title
- Summary
- Learning objectives

About your speakers

- Speaker names
- Speaker affiliations
- Presentation titles
- Reasons speakers have been chosen
- Speaker declarations of interest
- Whether the speaker requires expenses



Programme streams

Choose the stream that best matches your session

Clinical practice - Practical topics relevant to day-to-day psychiatric care

Education and training - Learning, teaching and professional development

Leadership and management - Leading services, teams and change

Career development - Supporting psychiatrists throughout their careers

New science - New research and scientific developments

Policy and media - The role of policy, public discussion and media

Quality improvement - Improving services and patient outcomes

Psychopharmacology - Medication and prescribing in mental health

Developmental/life course - Mental health across childhood, adulthood and later life.



Speaker expenses

All speakers receive the day they are presenting complimentary.

Some speakers may also be able to receive support to attend Congress.

Only non-members of the College are eligible to apply for expenses.

Eligible speakers may be able to claim

- Travel costs
- Accommodation

Speakers with lived experience will also be able to claim a speaker fee and attend the whole Congress complimentary

The amount of support available for international speakers varies depending on where they are from.



How do I submit my proposal?

You must submit your proposal using Oxford Abstracts, the online system used by the College to collect session proposals

Using Oxford Abstracts

1. Create an account by clicking the “sign up” button
2. Start a new submission
3. Ensure you complete all sections of the form
4. Check spelling and grammar carefully
5. Save your work if you need to come back later. You can edit your proposal up until the deadline
6. Review your submission carefully
7. Submit before the deadline **(Sunday 25 October)**



How are proposals reviewed

After the submission deadline

1. The organising committee are given a random allocation of proposals to review
2. Each proposal is scored by at least 10 members of the committee
3. Once all the reviews have been completed each proposal is given a mean score
4. The committee then meet to discuss all proposals
5. The Executive Committee then meet separately to discuss the high scoring submissions and make a final decision on the programme



Important dates

Friday 4 September 2026 – Submission platform opens

Midnight (BST), Sunday 25 October 2026 – Submission platform closes

Friday 30 October – The review stage begins

Mid January 2027 – Latest time decisions will be announced



Submission checklist



My session

- Chosen a clear topic
- Made sure the topic is relevant to psychiatry
- Chosen the correct programme stream
- Written a clear session title
- Written a short summary of the session
- Written up four learning objectives



My speakers

- Included at least three speakers
- Included a chair
- Received permission from all speakers
- Added information about why each speaker is suitable

- Collected declarations of interest from all speakers



Diversity and inclusion

- Included different perspectives
- Considered diversity in my speaker panel
- Considered different career stages
- Considered people with lived experience
- Considered international perspectives where possible
- Explained how my session supports equity diversity and inclusion



Submission information

- Added my contact details
- Completed all required questions
- Checked spelling and grammar
- Reviewed my proposal before submitting

- Saved a copy of my information



Final check

- **My proposal is complete**
- **My proposal has been submitted through Oxford Abstracts**
- **My proposal has been submitted before the deadline**



Quick summary

To submit a complete proposal you will need

- ✓ A session title
- ✓ A session summary
- ✓ Up to four learning objectives
- ✓ Three speakers and a chair
- ✓ Speaker information
- ✓ Declarations of interest
- ✓ Equity, diversity and inclusion information
- ✓ Your contact details
- ✓ Submit before the deadline



Need help? Contact us

If you have any questions about submitting a proposal the Congress team can help.

You can contact us if you need

- Help using Oxford Abstracts
- Advice about your session proposal
- Help finding speakers
- Information about speaker expenses
- General support with the submission process

Contact details

Email: congress@rcpsych.ac.uk

Phone: +44 (0)20 8618 4120

Website: www.rcpsych.ac.uk/congress