



4th International Academic and Research Conference

2nd August 2014

Renold Building, Altrincham Street, University of Manchester

FREQUENTLY ASKED QUESTIONS

What is this conference all about?

This conference is aimed at encouraging both junior doctors and medical students from all over the world to attend and present their work to their contemporaries. It will provide the forum for students to share interesting clinical observations and innovative ideas with their peers, exchange information, and interact and network with like-minded colleagues from various countries. The conference is intended at instilling delegates with the inspiration, awareness, comprehension and confidence to achieve remarkable and ground-breaking medical inventions and discoveries in the years to come.

Is this conference recognised for FPAS points?

Yes, it is recognised for FPAS points. According to the FP/AFP 2014 Applicant's Handbook June 2013 published by the UK Foundation Programme Office, Doctors Academy conference meets the criteria for FPAS points. Please refer to page 34 of this document [FP/AFP 2014 Applicant's Handbook](#) that can be accessed via this website: <http://www.foundationprogramme.nhs.uk/pages/home/keydocs>

How will the day be structured?

Following a brief welcome and introduction, the day will comprise of three sessions of presentations interspersed with talks from keynote speakers with breaks for refreshments and lunch. There will be a dedicated time slot for poster presentations. The keynote speakers will be accomplished and distinguished Clinicians, Academicians, Researchers and Clinician Scientists.

Am I eligible to present?

You are eligible to present if you meet one of the following criteria:

1. A Junior Doctor – you are classified as a junior doctor if, at the time of submitting the abstract, you are a Foundation Year 1 or Year 2 doctor. If you are working outside the United Kingdom, taking into account the differences in medical training, at the time of submission of your abstract, you need to have graduated from medical school within the last two years. You are eligible to present if you have just started your core training [residency in some countries] in August since this falls within the 90 days we allow for transition of jobs

or

2. Medical Student in a recognised Medical University in any part of the world

or

3. Medical Student registered with a recognised Medical University but taking time-off the medical programme to spend dedicated time in research (e.g., working towards a MPhil, PhD or writing up a thesis/dissertation)

Am I eligible to attend although I am not presenting?

Both doctors and students are encouraged to attend the conference even if they are not presenting. You are eligible to attend if you meet one of the following criteria:

1. A Junior Doctor – you are classified as a junior doctor if, at the time of submitting the abstract, you are a Foundation Year 1 or Year 2 doctor. If you are working outside the United Kingdom, taking into account the differences in medical training, at the time of submission of your abstract, you need to have graduated from medical school within the last two years. You are eligible to present if you have just started your core training [residency in some countries] in August since this falls within the 90 days we allow for transition of jobs

or

1. Medical Student in a recognised Medical University in any part of the world

or

2. Medical Student registered with a recognised Medical University but taking time-off the programme to spend dedicated time in research (e.g., working towards a MPhil, PhD or writing up a thesis/dissertation)

or

3. Science student in a recognised University in any part of the world planning to pursue a career in Medicine.

How many oral presentations will there be in total?

There will be a total of 90 oral presentations, sub-divided into the following categories:

- Basic Science and Clinical Research (including laboratory and clinical studies) – 30
- Clinical and Direct Patient-related Work (including interesting and unique cases, case series, and the design of medical devices/products) – 30
- Clinical Audit and Service Evaluation - 30

How long is each oral presentation?

The presentation will be for five minutes with one minute for questions.

How many posters will be accepted for presentation?

A total of 30 posters will be accepted for presentation. There will be a dedicated time slot for poster presentations on the day.

Can my colleague and I be first authors in the submitted abstract?

We will accept work where there are two first authors or co-authors. However, to reflect this arrangement in the abstract you will be required to submit documentation from your supervisor/consultant confirming that both authors contributed to the work in equal measure. This document could be a letter (scanned copy) or an e-mail send by your supervisor/consultant from a University/Hospital/NHS account.

Can my colleague and I do the oral presentation together?

Although we will agree for two first authors in the submitted abstract (subject to providing the document as mentioned above), only one person will be allowed to do the presentation on the day. Your colleague can however be involved in taking questions from the audience or the judges in the capacity of co-author of the work.

Will I receive a certificate?

You will receive a 'Certificate of Presentation' in the oral or poster category if you are a presenter or a 'Certificate of Attendance' if you are a passive delegate. If the print copy is not available on the day, we will either post it to you later or mail you the certificate as a PDF document.

Can my colleague and I receive 'Certificate of Presentation' if we do an oral or poster presentation together?

Although we will agree for two first authors in the submitted abstract (subject to providing the document as mentioned above), only one person will be allowed to do the presentation on the day and thus only one certificate will be provided for each presentation. The 'Certificate of Presentation' is strictly limited to the person who is doing the presentation. This is non-negotiable.

Due to work/family commitments, I won't be able to attend all day. Can I still receive my certificate?

The short answer is 'No'. Whether you are a presenter or a passive delegate, your attendance for the entire day is obligatory. The whole purpose of this conference is to provide an intellectual and educational forum for students and doctors to interact and share academic ideas. The certificate is issued for attending the day, which means the full day. You will forfeit your certificate for late arrival and/or early departure.

My presentation is only at 12.30 pm. Can't I arrive just to do my presentation and leave shortly after?

As a continuation to the answer above, this conference is not for someone to 'fly in and out'. It is a full day educational event. In addition, as a matter of professional courtesy, it will be most appropriate if you have the patience and time to listen to the presentation of your colleagues just as they are doing listening to your presentation. To encourage discussion and to enhance your own learning opportunity, it is essential for all participants of the conference attend the full day.

Wouldn't you take sickness and mitigating/unforeseen circumstances into consideration?

Indeed we do. If you have a genuine reason for late arrival and/or early departure [e.g., last flight/train for the day, unable to swap oncall/work shift], then we will certainly accommodate your request & do the necessary arrangements. However, we need to receive this request via email [conference@doctorsacademy.org.uk] with relevant supporting evidence by 23.59 hours on 31st July 2014. The only exception to this is sickness on the day, emergency & unforeseen circumstances [e.g., motorway shutdown, heavy snow] on the day.

Will I be able to include videos in my presentation?

Yes, you will be able to include video(s) in your presentation; however, it must not result in your presentation going over the time limit (five minutes). The video, preferably in AVI or MPEG formats, must be compatible with our computer operating system (Windows). May we politely point out that it is your responsibility to ensure that any additional media you use works (plays) on the day of the conference. Should you include a video in your presentation, you are required to email your presentation and your video file to the organisers by the 20th of July (Sunday) 2014.

I have presented my work elsewhere. Can I still submit my abstract?

Your work should not have been previously presented in another International conference in the UK or elsewhere. It is acceptable if your work has been presented at a local, hospital or regional meeting or conference. We accept your work if it was previously presented to a conference [that might be termed 'National'] that is organised by a student society, Royal Society of Medicine or a UK Royal College.

I have already published my work. Can I still submit my abstract?

The work should not have been published in an indexed medical or scientific journal, either in hard copy or electronic form, at the time of presentation at the conference. [It can nonetheless be submitted to a journal and is being considered; see below]. We will accept abstracts/work that has been published in a hospital newsletter/local magazine or is being considered for publication in an indexed medical or scientific journal [but not published at the time of presentation].

Will my work get published?

All abstracts accepted for oral and poster presentations will be published in the *World Journal of Medical Education and Research* (www.wjmer.co.uk). The "Grand Prize" Winner will be offered the opportunity to publish his or her full paper in the aforementioned journal. If you do not wish for your abstract to be published in the journal, then kindly inform us by email [abstracts@doctorsacademy.org.uk].

Is there any recognition for a good presentation and/or are there prizes?

There will be a variety of prestigious prizes on offer that will be awarded to the best presentations on the day. Presentations will be judged in terms of the delivery of the presentation and of the potential impact the work has had or will have on patient care and clinical practice. The best oral presentation across the categories will be awarded the '**Doctors Academy – University of Sheffield**' Award that includes a cash prize of £200 as well as a number of other attractive rewards. Please read our guidance on delivering oral and poster presentations.

When do I need to register for the conference?

If your work is accepted for either an oral or poster presentation, you will need to register for the conference by **23.59 hours 1st of June 2014 (Sunday)** at the very latest in order to secure your place at the conference and to present your work. If you want to only attend the conference (i.e., a non-presenting delegate), you will need to register by **23.59 hours 27th July 2014 (Sunday)**.

I need a visa to enter the UK. Will you provide any assistance?

Once you have registered and paid for the conference, we will provide a letter acknowledging that you have registered to attend the conference. You can submit this acceptance letter [not sponsorship letter] along with other relevant documentation at the British High Commission in your city to obtain the visa. We strongly advise International delegates to prepare for their visas well in advance and contact relevant bodies for information on the requirements of visa application. For more details, please visit the website of the British Government:

<http://www.direct.gov.uk/en/index.htm>.

What if my visa is rejected and I am unable to travel to the UK?

We will refund you the conference fee as per the refund policy stated in the Doctors Academy page.

I am travelling from a distance. Will you provide any assistance with accommodation?

The cost of accommodation is not covered within the conference fee. However, we have negotiated with Manchester University Halls of Residence, which has all essential facilities, to provide the conference participants with the best possible and discounted rates. Accommodation in the form of self-catered shared flats is available within the University campus (Halls of Residence). GROSVENOR place is closest to the venue (2-3 minute walk) and this is our recommended accommodation since majority of the students will be staying here. Please visit the 'Accommodation' link in the website for more details. Please quote 'International Academic & Research Conference - Doctors Academy' when you book your accommodation so that they will place you with all the other Doctors Academy students. The contact details of the person are: Ms Tuula Ankers, Administrative Assistant, Grosvenor Residences, The University of Manchester, Grosvenor Street, Manchester M1 7HR, Tel. +44 (0)161 306 3232.

I have submitted an abstract. What will happen to it, and how will it be assessed?

In order to select the very best submissions from the competitive cohort received and to ensure fairness to all candidates, Doctors Academy has in place rigorous procedures governing the assessment of all abstracts submitted to the conference. Each abstract is anonymised before being sent to separate external judges working independently to ensure fairness in their scoring. These judges work according to a set of stringent marking criteria considering each submission in terms of factors including methodology, originality, as well as impact on clinical practice. These marking criteria are set by Doctors Academy and are applied to all abstracts. After the committee receives marks from the abstract judges, a second round of judging takes place where the entire cohort is scrutinised individually by the editorial board of Doctors Academy to ensure both concordance with the external judges, and that the marking criteria have been correctly applied.

Considerations such as submissions being made in the correct format are then made after which final marks are verified. Offers of oral and poster presentation are made on the basis of both the final scores both rounds of judging, as well as the preferences indicated by candidates on their submission form.

The decision is then sent to the organising committee who reassign the names of authors back to the anonymised abstracts before contacting the successful authors.

You will be informed by 23.59 hours on **20th May 2014 (Tuesday)** as to whether your abstract is successful or not.

