Clinical Radiology Audit ePoster Competition

Competition Rules 2017

Introduction

The 2017 Audit ePoster Competition will be staged at RCR17. Audit ePoster submissions should describe the audit process, must include the title; background to the audit; standards, indicators and targets; methodology; results of 1st audit round; 1st action plan and references. Results of 2nd round and 2nd action plan should be included whenever possible. Please note that CPD credits (3 for lead author, 1 for each co-author) are awarded for authorship of ePoster displayed at RCR17.

Rules

Submission

1. All abstracts must be submitted through the RCR web site: www.rcr.ac.uk.

2. The first or second named author of an ePoster must be a member or Fellow of The Royal College of Radiologists (RCR) at the time of registration for this event. Please note that radiographers, physicists and others are encouraged to contribute as authors.

3. All correspondence relating to audit abstracts will be undertaken by email with the first named author. Please ensure that any changes to correspondence email addresses or primary hospital/affiliation are made to your main RCR account.

4. The deadline for submission of audit abstracts is 12 noon on Wednesday 12 April 2017. Abstracts received after this time will not be accepted for judging. Entrants will be advised no later than Friday 12 May 2017 whether or not their ePosters have been accepted for display at the RCR17, taking place from 11-13 September 2017 at the ACC Liverpool.

Content

5. Authors should read the guidance on preparing an abstract and ePoster provided by the Clinical Radiology Audit Committee. The guidance can be found at https://www.rcr.ac.uk/college/rcr17/clinical-radiology-audit-poster-competition. Audit abstracts are limited to 1500 characters (approximately 250 words) from the 'Background to the audit' field to the '2nd Action Plan' field inclusive. This character limit will be enforced electronically when submitting. Authors will see a character count at the bottom of the submission page.

6. No amendments or additions to abstracts or authors can be made through the RCR website once your abstract has been submitted. Any changes that you wish to be considered before the closing date please email Diana_Waters@rcr.ac.uk.

7. Please note that no changes will be accepted after the Wednesday 12 April submission deadline. Please ensure the all information is correct and all authors are listed when submitting.

8. The hospital/Trust named on the ePoster should be the one named on the submitted abstract, and ideally, should be where the audit was undertaken. The title of the audit on the ePoster should normally be the same as the title on the submitted abstract.

9. By submitting an abstract, the authors confirm that the abstract is their own original work, is not defamatory or unlawful and does not infringe anyone else’s rights.

10. Submission of material which has previously been submitted and/or presented elsewhere is welcomed providing copyright is not infringed.
11. Please note that all submissions are subject to proof reading and editing.

**Copyright**

12. On submission of the abstract, the first named author must ensure that he/she has the approval and a copyright assignment from any other authors and contributors involved in the work in order to ensure that the copyright is capable of being assigned to the RCR.

13. All accepted abstracts will be published on the public area of the RCR web site. All abstract authors must assign copyright on the abstract to the RCR before publication or display can take place. Please indicate that you are happy to assign the RCR copyright in the terms and conditions section of the abstract submission form.

14. The abstracts accepted for e-ePoster display at RCR17 will be published in a Clinical Radiology supplement published by Elsevier. If you do not wish for your abstract to be published please indicate this on the submission module when submitting your abstract. If you do wish for your abstract to be published, your contact details will be passed to Elsevier who will contact you directly regarding copyright.

15. A PDF of all e-ePosters will be published on the public area of the RCR web site and conference app. All winning ePoster authors, and those authors whose ePosters are selected (including in each case co-authors), must assign copyright on the ePoster to the RCR before this can take place. You will be asked to give consent during the submission process.

16. Authors of ePosters accepted for display must submit an audit template based on their work to the RCR’s online audit template module AuditLive.

**Attendance at RCR17**

17. In order for a ePoster to be eligible for the Competition, one of the named authors must be a registered paying delegate for at least one day of RCR17. Registrations must be received by Friday 30 June 2017 (please note if any listed author is speaking at the RCR17 another registered author must register to attend).

18. Individuals can register online at www.rcr.ac.uk. If no registration for RCR17 is received by Friday 30 June 2017, the abstract will be withdrawn from the meeting.

19. Hotel expenses, travel expenses and speakers’ fee will not be paid or reimbursed to any author accepted for ePoster display.

**E-Posters**

20. All ePosters will be presented at the meeting in an electronic format, which will be a workstation, giant I-Pad, the RCR17 App and RCR website.

21. The RCR logo or crest must not be displayed on or included on the ePoster image any ePoster containing the RCR logo will be removed from display and not published on the app or website.

22. A PDF or PowerPoint slide of the accepted ePosters must be submitted to the RCR website by 3pm on Monday 31 July 2017. Failure to provide a PDF or PowerPoint file will result in the abstract being withdrawn from the competition as we will not be able to display it.

23. If authors wish to be available to discuss their abstract with meeting delegates they should inform the Professional Learning and Development team to indicate the day and time they will be available, delegates will then be advised of the time, date and location through the event app.

**Decisions**

24. Audit ePoster abstracts will be assessed by members of the Clinical Radiology Audit Committee.

25. Audit ePosters will be assessed by judges appointed from among members of the CR Audit Committee.
26. To avoid any conflict of interest, judges will not score abstracts or ePoster submitted by themselves or by colleagues employed by the same organisation.

27. The decision of the judges is final.

Prizes

28. The winner of the Audit ePoster Competition will receive a cheque to the value of £280. The second prize winner will receive a cheque for £70. Notices will be placed on the RCR17 app and RCR website to note the winning ePosters during RCR17, and certificates will be issued following the meeting.