

GUIDANCE NOTES FOR PREPARING YOUR ABSTRACT

ABSTRACT DEADLINE: 22 February 2019 (23:59 Hrs)

You must submit your abstract via email to hpe@tht.org.uk using the abstract template

Introduction

HIV Prevention England (HPE) is planning the fourth national HIV prevention conference next year and we invite you tell us about your ideas for taking part.

Presenting at the HPE Conference 2019

If you wish to give an oral presentation, a poster presentation or facilitate a workshop at the conference, you must submit the “Abstract Template” to tell us what you would like to present.

We welcome ideas on any aspect of work in the area of HIV prevention in England and beyond. The HPE conference is very much about providing an opportunity to explore, learn and discuss what we need to do to prevent new HIV transmissions and increase testing in England to reduce undiagnosed HIV and late diagnoses. The intention is to share how we can achieve this by promoting best practice, as well as looking at new research and recent developments in the sector. To help bring focus, this conference has the following themes:

- Getting to zero HIV transmissions.
- Social justice: addressing stigma, discrimination and inequalities.
- Systems strengthening.

The conference has the following aims:

- Engagement with and cooperation across the HIV prevention sector.
- Increased understanding of the latest developments and current issues in HIV testing and prevention in England.
- Delegates to take away new and practical ideas for local implementation.

General Guidelines

Abstracts will be assessed based on their relevance, originality, quality of content, clarity and inclusion of lessons learned.

This conference will be interactive and participant-focused. To that end, an abstract should demonstrate how, if successful, it will provide delegates with a high-quality learning experience. When your abstract is ready, please send it, in Word format, to the email address: hpe@tht.org.uk no later than 22 February 2019 (23:59 Hrs).

Themes

For review and scheduling purposes, abstracts will be divided into the conference themes. Please indicate which of the three conference themes your abstract relates to in your covering email.

Abstract Format

Abstract body: Abstracts MUST be submitted using the template provided. Each abstract must contain no more than 2,500 characters, including spaces and tables, and use Arial, font size 10. The abstract should follow the general format below.

- *Title:* Use a concise title that indicates the nature of the project.
- *Background:* List the project aims/objectives and a description of the issue addressed.
- *Methods:* Detail the method(s) used or approach taken to deliver and evaluate the project.
- *Results:* Summarise specific results/findings, in quantitative or qualitative terms. Also include lessons learned.
- *Conclusion:* Describe the main outcomes/impact of the project, in relation to the aims/objectives above. What can others learn and apply from the project findings?

Please make sure you tick the type of abstract you would like to be considered for; whether it is a poster presentation, oral presentation or both.

All abstracts should disclose primary findings and avoid submitting works in progress for which results are not yet available.

Please define abbreviations in full at first mention, including names of clinical trials or studies. Please avoid citing references in the abstract.

How abstracts are reviewed and selected

Abstract submissions will be peer-reviewed by the HPE Conference Abstract Review Committee and will be allocated to be presented orally or as a poster. Abstract acceptance is based upon abstract quality, the significance of the findings, and the rigour with which the methods were applied. For oral presentations in particular, the Review Committee will consider the balance of themes and the extent to which submissions would provide a high-quality learning opportunity for delegates.

Contact

All corresponding authors will be contacted during the week commencing **Monday 4 March 2019** to confirm their abstract status, including what format successful abstracts will take.

Questions

If you have any further questions about the call for abstracts, please send an email to hpe@tht.org.uk