GUIDANCE NOTES FOR PREPARING
YOUR ABSTRACT

ABSTRACT DEADLINE: 26 October 2019
(23:59 Hrs)

You must submit your abstract to the HPE website in Word format by 23:59 on Friday 25 October 2019 using the abstract template: https://www.hivpreventionengland.org.uk/abstracts

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 2020
If you wish to give an oral presentation, a poster presentation or facilitate an interactive workshop at the conference, you must submit the “Abstract/Workshop Template” to tell us what you would like to present.

We welcome ideas on any aspect of work in the area of HIV prevention and promoting good sexual health 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 diagnoses of HIV and sexually transmitted infections (STIs) and promote good sexual and reproductive health. 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:

1. Getting to zero – reaching the last 8%
2. Social justice: stigma, discrimination and inequalities
3. Systems strengthening
4. Working differently: challenging status quos in HIV prevention work in the UK
5. The future of commissioning

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 ready please submit your abstract to the HPE website in Word format by 23:59 on Friday 25 October 2019 using the abstract template: https://www.hivpreventionengland.org.uk/abstracts
Completing the template

For review and scheduling purposes, abstracts will be divided into the conference themes.

<table>
<thead>
<tr>
<th>Oral/Poster Abstract Format</th>
<th>Interactive Workshop Format</th>
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<tbody>
<tr>
<td><strong>Abstract body:</strong> 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.</td>
<td><strong>Additional template:</strong> In order to submit a workshop proposal please provide the following information.</td>
</tr>
<tr>
<td>- <strong>Title:</strong> Use a concise title that indicates the nature of the project.</td>
<td>- <strong>Learning outcomes:</strong> List the learning objectives and workshop aims. What knowledge or information do you want delegates to take away?</td>
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<td>- <strong>Background:</strong> List the project aims/objectives and a description of the issue addressed.</td>
<td>- <strong>Audience:</strong> List your anticipated audience i.e. commissioners, clinicians, colleagues from community organisations etc.</td>
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<td>- <strong>Methods:</strong> Detail the method(s) used or approach taken to deliver and evaluate the project.</td>
<td>- <strong>Equipment or resources:</strong> Please advise if any equipment or resources would be required to deliver the workshop. (Please note HPE or the conference venue will not be able to provide anything consider non-standard).</td>
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<td>- <strong>Results:</strong> Summarise specific results/findings, in quantitative or qualitative terms. Also include lessons learned.</td>
<td>- <strong>Agenda and timeframe:</strong> Please provide a high-level agenda and anticipated timeframe you would require to deliver the workshop.</td>
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<td>- <strong>Conclusion:</strong> 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?</td>
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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, as a poster or interactive workshop. 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 November 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 contact us: [hpe@tht.org.uk](mailto:hpe@tht.org.uk)