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**Brief PRESENTATION / poster Abstract Submission Form – TIC 2024**

All completed abstracts should be submit to Dr Deborah Morris, via [cdct@stah.org](mailto:cdct@stah.org), by **1st September 2024.** For informal discussions and support to develop abstract submissions, prior to the submission deadline, please contact Dr Morris at [cdct@stah.org](mailto:cdct@stah.org). Outcomes of submissions will be communicated the week beginning 9th September 2024.

**Abstracts should be no longer than 300 words**

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| --- | --- |
| **Title of Brief presentation**  **(max 20 words)** |  |
| **Name, Institution(s) and affiliations of lead author** |  |
| **Email address for lead author** |  |
| **Co-authors (please list in order of authorship)**   |  |  | | --- | --- | | Name | Designation (job title / organisation) | |  |  | |  |  | |  |  | |  |  | |  |  | | |
| **Abstract[[1]](#footnote-1)** | |
| **Introduction / Background** |  |
| **Methodology:[[2]](#footnote-2)[[3]](#footnote-3)**   * **Design** * **Participants** * **Materials** * **ETHICAL APPROVAL[[4]](#footnote-4)** |  |
| **Results[[5]](#footnote-5)[[6]](#footnote-6)**  **\*\*Please clarify if you will be presenting completed data or data that is currently being collected \*\*** |  |
| **Discussion**   * Clinical Applications * Practice change * Recommendations * limitations |  |
| **Ethics and permissions**  Please confirm that you have the appropriate level of organisational permission for the study | **Yes, I have organisational / ethical permissions**  **No I do not have organisational / ethical permissions** |
| **Main Contact Name:**  **Email address:** |  |

**Abstract submission checklist**

**Checklist prior to submission**

* Ensure that the information and data you are submitting is yours to submit
* Ensure that all authors are informed of the submission
* Ensure that permissions and authorisations for the study have been gained *prior* to submitting your abstract
* For brief presentations presenting case studies, the permission of the service user needs to be sought, gained and provided.

**Review of brief presentations: Scientific Committee**

All brief presentations and poster submissions are reviewed by members of the scientific committee, which will include the following membership

* The Centre for Developmental and Complex Trauma
* The Crisis, Disaster and Trauma Section of the British Psychological Association
* Experts by experience
* Senior clinicians with experience reviewing conference / journal submissions

Feedback and final decisions regarding brief / poster presentations are made on a consensus basis.

1. Abstracts should not exceed 300 words [↑](#footnote-ref-1)
2. All studies require the appropriate level of organisational and ethical permissions. We reserve the right to request copies of organisational permissions for submissions. [↑](#footnote-ref-2)
3. Where case studies are being submitted, confirmation of the consent of the individual and the organisation is required. Please confirm in this section that this permission has been given. [↑](#footnote-ref-3)
4. To ensure that our conferences adhere to the highest scientific and ethical standards, the scientific committee reserve the right to ask authors to submit evidence of (ethical) approval of your study from the appropriate approving body. [↑](#footnote-ref-4)
5. To ensure that the needs of different demographic groups are represented, authors are asked to ensure that considerations to gender, ethnicity and neurotypical status are considered in the analysis and presentation of results. [↑](#footnote-ref-5)
6. If you have not gathered or analysed your data please add when you expect your data to be collected by. [↑](#footnote-ref-6)