

# RCSLT Conference 2025

## Abstract submission guidelines

### 1. GENERAL GUIDELINES

Abstracts have **two principal uses**:

- represent the means by which the work is assessed for formal presentation at the conference;
- if published, will comprise an important part of the public record of the profession's scientific and clinical activities.

There are two submission categories:

- **Research** (speech and language therapy research contributing new knowledge)
- **Quality improvement/audit/service evaluation**

For further information about the similarities and differences between research, (clinical) audit and service evaluation projects, please see [here](#). Quality improvement (QI) refers to projects using formal QI methodology e.g. Six Sigma, Lean thinking, Model for Improvement, Plan Do Study Act cycles. For internationally recognised guidelines on reporting on research or quality improvement projects, please see <https://www.equator-network.org>.

### RCSLT Conference 2025 themes

Abstracts should support the RCSLT Conference 2025 themes. You may choose as many as necessary when submitting:

- **Equity, Diversity and Belonging (EDB)** - promoting greater equity, diversity and belonging, and embedding anti-racism within the profession and in service provision
- **Co-production** - embedding co-production with service users and their families and carers
- **Innovation and excellence in research and clinical practice** - building the speech and language therapy evidence base and delivery of best practice in collaboration with service users

- **Workforce development** - supporting growth and development of the speech and language therapy workforce
- **Profile and opportunity** - championing the value and impact of speech and language therapy within society
- **Member engagement:** empowering members to lead the profession

Those interested in presenting at the conference are invited to submit abstracts for the following:

### Oral presentations

These will be a showcase for research and quality improvement/audit/service evaluation submissions. The number of presentations will be limited by the number of sessions available. All presentations must describe original work to which all the authors listed have made a significant contribution. This work may have been previously published in journal articles and/or presented at other conferences. If so, the submission to RCSLT Conference cannot be exactly the same and must be novel in some way. Any financial or other competing interests must be declared and presentations should not advertise commercial products. Oral presentations are open to all (e.g. students, SLT teams, SLT researchers, those in non-SLT professions) and all submissions will be blind peer-reviewed by at least two reviewers against specific criteria. Submissions for oral presentations with pending results will not be accepted.

### Poster presentations

Submissions for a poster presentation will be considered if the author states a preference for a poster presentation, or if the abstract scores highly enough to be accepted, but does not make the cut-off score for oral presentation. As with oral presentations, the work may have been presented elsewhere but if so, must be analysed/presented in a novel way within this conference submission. Any financial or other competing interests must be declared and presentations should not advertise commercial products. Poster submission is open to all (eg. students, SLT teams, researchers, those in non-SLT professions) and all submissions will be blind peer-reviewed by at least two reviewers against specific criteria. There will be prominent communications about viewing posters prior to the conference, and presenters may have the opportunity to interact with delegates via the conference software. Submissions with pending results will be accepted.

Abstracts of all accepted presentations may be published as part of RCSLT Conference resources in the RCSLT's academic journal, the International Journal of Language & Communication Disorders. If so, the publisher, Wiley, may be required to edit abstracts prior to publication.

## **2. GUIDELINES FOR SUBMISSION OF ABSTRACTS**

- Selection of abstracts is competitive, so please adhere to the guidelines below when preparing your 500-word abstract(s) for submission. Failure to do so may result in the abstract being rejected
- The abstract is the only means by which a proposed paper or poster is assessed, and should be complete in itself
- The abstract should be written/submitted in plain English
- Whilst 'Equity, diversity and belonging (EDB)' is a theme in and of itself, we expect to see all submissions referring generally to how the work embodied EDB principles within the profession

### **Research**

Within the 500-word limitation, abstracts should include:

- a brief introduction or rationale
- aim(s) of the study
- an outline of methods used
- a summary of main results
- conclusions
- contribution to new knowledge
- implications for practice and/or policy service
- brief description of any service-user engagement/involvement in the study

### **Quality improvement/audit/service evaluation**

Within the 500-word limitation abstracts should include:

- a brief introduction or rationale

- aim(s) of the project
- an outline of methods used
- a summary of main results
- conclusions
- implications for practice and/or policy
- if you have worked collaboratively with service users in your project (if so, how?)

### 3. FORMAT FOR ALL SUBMISSIONS

All submissions must be sent electronically. **Please submit your abstracts to <https://rcslt2025.exordo.com/> by 16 May 2025.**

- To create an account please enter your email address; Ex Ordo will prompt you to create login details, which will allow you to create, save and edit your submission(s) until 16 May 2025.
- Please note that due to known security flaws, Ex Ordo does not support Internet Explorer 9 or 10. This means if you use either of these browsers, you won't be able to access Ex Ordo. Please upgrade your browser to Internet Explorer 11, or use an alternative browser e.g. Chrome, Safari, etc.

**Please pay particular attention to the format given below. The online abstract submission form must be fully completed.**

**All submissions via Ex Ordo should include the following information:**

- **FORMAT:** oral presentation/poster/no preference
- **TITLE AND ABSTRACT:**
  - **Title** of your paper (no word limit)
  - **Brief outline of your submission (50-word limit):** If your submission is accepted, this outline will appear as part of a presentation/poster programme along with the submission's title and authors
  - **Abstract** (500-word limit): please ensure that this follows the guidelines above
  - **Learning outcomes** (100-word limit): please indicate a maximum of three learning outcomes for your submission

- **Key words** to describe your submission's area of focus (5-word limit)
- **References** (no word limit): Quoted references of the papers cited in the abstract should be listed and the [Chicago style](#) should be followed.
- **AUTHORS:** details of all authors associated with your submission.
  - **Corresponding author:** please indicate which one author should receive correspondence about your abstract submission
  - **Presenting author(s):** please indicate all of the authors who will be attending the RCSLT Conference to present your work if your abstract is selected
  - **Collaborating author(s):** please include anyone who has contributed to the submission and will co-present your work if your abstract is selected. We welcome co-presenting with non-SLT colleagues and/or service users
- **DISCLAIMERS:** details of affiliations, funding received, and any commercial / conflicts of interest
  - **Affiliations:** please list the affiliations of all authors
  - **Funding received:** please specify if anybody associated with the presentation received any funding as part of their work and if so, who provided this funding (this does not include service-user payments unless the service-user is the corresponding/lead author)
  - **Commercial interests:** please disclose any commercial interests associated with the presentation (n.b. presentations should not constitute advertising for commercial products and will be withdrawn if this is noted).
- **TOPICS:** you are only able to submit under one category. Please choose the category that is most applicable/salient to your project from the list below:
  - Adult acquired - aphasia
  - Adult acquired - progressive neurological/ motor speech
  - Adult service provision
  - Augmentative and alternative communication
  - Autism and social communication
  - Brain injury
  - Child language
  - Child speech and cleft lip and palate

- Children's service provision
- Clinical education
- Co-production, service-user involvement/engagement
- Critical and/or Neonatal care
- Deafness
- Dementia
- Dysphagia
- Functional neurological disorders
- Head and neck
- Justice sector (youth offending, prisons etc.)
- Learning disabilities and complex needs
- Mental capacity
- Mental health
- Multi-lingualism, cultural-linguistic diversity, social justice and equity
- Public health
- Selective mutism
- Showcasing good examples of Independent and NHS services working in collaboration
- Stammering
- Voice, and Voice and Communication Therapy

- **ABOUT YOUR SUBMISSION:**

- Select the category your submission relates to:
  - **Research** (speech and language therapy research contributing new knowledge)
  - **Quality improvement\*/audit/service evaluation** (\*this refers to projects using formal quality improvement methodology e.g. Six Sigma, Lean thinking, Model for Improvement, Plan Do Study Act cycles)

- Please see below the list of conference themes that your submission can relate to. You are able to select as many conference themes as you wish based on what you feel your submission aligns with. This ensures that you are submitting appropriate content and helps us to identify where best to place you on the programme, should your application be successful:
  - **Equity, Diversity and Belonging**- promoting greater equity, diversity and belonging, and embedding anti-racism within the profession and in service provision
  - **Co-production** - embedding co-production with service users and their families and carers
  - **Innovation and excellence in research and clinical practice** - building the speech and language therapy evidence base and delivery of best practice in collaboration with service users
  - **Workforce development** - supporting growth and development of the speech and language therapy workforce
  - **Profile and opportunity** - championing the value and impact of speech and language therapy within society
  - **Member engagement** - empowering members to lead the profession

If you have any queries, please contact Jazmin Padhiar, events and engagement manager, via email: [conference.paper@rcslt.org](mailto:conference.paper@rcslt.org)

- Abstracts may address any issue relating to speech, language, communication and/or swallowing
- The abstract should not be more than 500 words in length

The abstract should be submitted online via <https://rcslt2025.exordo.com/> by **16 May 2025**.

## 4. ASSESSMENT OF SUBMISSIONS

Each submission will be reviewed blind by at least two peer-reviewers. All reviewers will be experts in area in which the abstract has been submitted. Abstracts will be reviewed against the following criteria:

**Research**

- Originality/innovation
- Aim/objective clearly formulated and stated
- Quality of methods
- Conclusion reflecting data and includes limitations
- Importance and relevance
- Contribution to new knowledge
- Impact – practice and/or policy

**Quality improvement/audit/service evaluation**

- Originality/innovation
- Aim/objective clearly formulated and stated
- Quality of methods
- Quality of analysis
- Conclusion reflecting data and includes limitations
- Importance and relevance
- Impact – practice and/or policy

Please note that allocation of presentation slots throughout the meeting will be determined by the conference organisers and once allocated cannot be altered. We cannot accept individual requests for specific timings due to scheduling complexities.

We look forward to receiving your abstract.