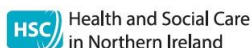
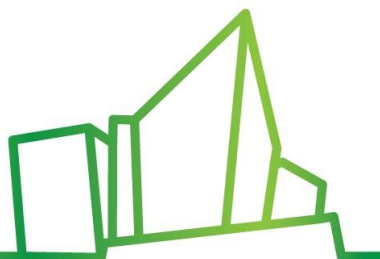




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Abstract Submission Guidelines, Formats and Abstract Structure

Abstract Submission Guidelines

The abstract should be structured with appropriate headings as identified for each format of paper whether Oral Papers and Posters, Workshop, Special Interest Group (SIG) Meeting and Networking Sessions as outlined below. Note that Case Study Video Submission are submitted as videos, but will be allocated to the programme as an Oral Paper or Poster presentation. Authors are at risk of being rejected if they do not follow the instructions or their presentation is poor, so please take careful consideration of the guidelines and structure of the submission.

Special consideration is given to abstracts that clearly identify active involvement of patients and communities in their work, so please be specific about how they have been included where relevant.

All abstracts should be relevant to the conference themes and the 9 Pillars of Integrated Care. Each abstract should include a short introduction/background summary that is understandable to the readers who might not be familiar with the context. This also supports the coordinator to assign the review to the appropriate reviewers. This text will also be used in marketing to describe your presentation so please be mindful that it is understandable and attractive to potential listeners! If references are included, they should follow IJIC reference style (Vancouver) – See www.ijic.org

Following the reviewing process, accepted abstracts will appear in the programme as a formal Workshop (90 or 60-minutes), SIG Meeting (60-minutes), Networking Session (90 or 60-minutes) Oral presentation (15-minutes), or Poster (presenter available for scheduled poster walks or oral poster session), as deemed appropriate by the Programme Committee.

Oral Papers and Posters: Abstract Structure

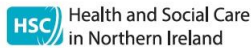
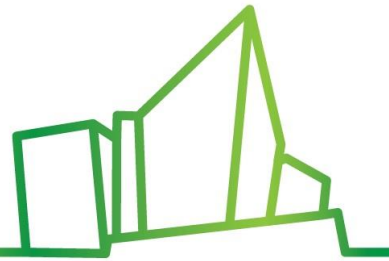
As a summary, we want to know the following information about your research, policy, practice or educational work:

- Short introduction/background summary that is understandable to the readers who do might not be familiar with the context: Why did you do it? Please explain the problem and the context. (keep this succinct, it will be used for marketing purposes so needs to be just one sentence)



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- Who is it for? Please explain what community or people you are targeting.
- Who did you involve and engage with? Please explain who was involved in the design, implementation and monitoring of the initiative. We are especially interested in Personal and Public Involvement (PPI) and co-design approaches. Be specific. This information is essential.
- What did you do? Please explain the initiative or intervention.
- What results did you get? What impact did you have?
- What is the learning for the international audience?
- What are the next steps?

Oral Presentations: Additional Information

- Presenters will have a maximum of 15 minutes to formally present their paper (maximum 10 slides) to include time for questions.
- Questions will be taken immediately after the presentation unless otherwise agreed with the chairperson to take questions as a group.
- Presenters should submit their photo and biography and finalise the presentation title and speaker details to the conference organising team by deadlines via the abstract tool – please follow briefing instructions carefully.
- The conference programme is subject to change and some presentations may be moved as the conference develops.

Poster Presentations: Additional Information

- Presenters are responsible for the design of their poster.
- Presenters will need to submit their poster in pdf-format in advance.
- Posters will be available to view for the entire duration of the conference.
- There will be dedicated timings for poster walks that will be included in the Conference Programme so that delegates can meet the poster presenters in real time.
- Some poster presenters will be selected to give a 5-minute oral presentation of their poster during a dedicated lunch time session.

Workshops and SIG Meetings: Abstract Structure

Please note that Special Interest Groups (SIGs) are existing groups supported by IFIC, so if you are not part of one of these SIGs you should submit your abstract as a workshop.

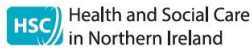
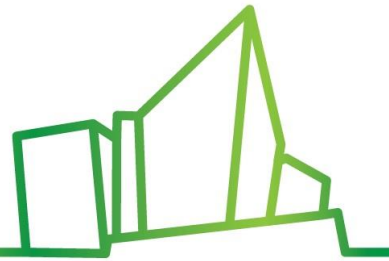
As a summary, we want to know the following information:

- Short introduction/background summary that is understandable to the readers who might not be familiar with the context: Why did you do it? Please explain the problem and the context. (Keep this succinct, it will be used for marketing purposes so needs to be just one sentence)



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- Why are you conducting a workshop? Please explain the problem, the context or the case study,
- Who is it for? Please explain who you would like to engage with.
- What are you going to do? Please explain the structure of the session. Please remember that workshops' objective is to be interactive and engage with the audience - At least ½ of the time should be based on the interaction with the audience.
 - Example for a 60 min. workshop: 15 min. introduction + 15 min. of presentation of different case studies or contexts + 20 min. of group work + 10 min. of feedback + 5 min. closing
- How are you going to engage with the audience?
- How are you going to summarize the take home messages?

Workshops: Additional Information

- Workshops are allocated 90 minutes or 60 minutes depending on score and availability of rooms in the venue to accommodate workshop sessions.
- Rooms will be organised in roundtables where possible.
- You may choose your own format within the time allowed. We recommend limiting your presentation time to allow lots of time for interactivity and discussion. Remember only fully-fledged workshop submissions including a programme outline with timings and speaker details will be accepted in the submission process.
- The Scientific Coordinator will work with you in advance to ensure your workshop is appropriately organised to maximise the engagement and learning experience for the delegates.

Special Interest Group (SIG) Meetings: Additional Information

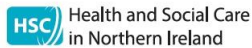
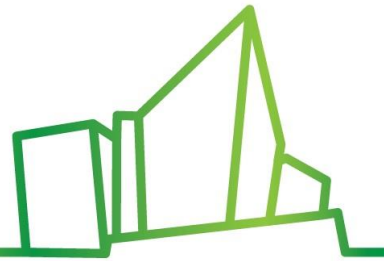
IFIC supports a host of Special Interest Groups (SIGs) which have been set up by IFIC members to allow the collaboration and development of specific topics within the Integrated Care field. These groups are led by experts in their respective specialist areas and give like-minded individuals the opportunity to make valuable contacts and gain insight and additional knowledge.

The overall aim for SIGs is to promote the development, adaptation or translation of scientific approaches for the specific purposes of integrated care, and/or promote a specific topic within the integrated care field. **Note: If you are not a SIG lead or member or a SIG you should submit a workshop!**

- SIG leaders may submit a request for a 60-minute slot to host a SIG meeting. Please only use this option if you have a well thought out plan for using the time for your SIG.
- You may include the option of a zoom link to your network so that other SIG members may join the meeting remotely without being a registered delegate of the conference.



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Case Study Video Submission Format

In 2022 we introduced a new supplementary submission format specifically for Real-World Experiences or Case Studies. The traditional written abstract option will continue to be available, but now we will also offer the opportunity for individuals to submit a 5-minute video presentation in lieu of a paper submission. This format may be particularly appropriate to projects and programmes that are incorporating an integrated care approach to the design and delivery of their services. Case Studies for this purpose are identified as compelling stories about integrated care practice based on real-world experiences that will be instructive and of interest to other members of the community. The 5-minute video should describe your work and the impact it has had on users of the service, paying particular attention to how people and/or communities have been included in the design of the service.

Case Studies: Additional Information

- While the submission is made by video, the successful ‘authors’ will be incorporated into the programme in the same way as written abstract submissions in the form of an Oral or Poster presentation and will be expected to present at the conference.
- The video submissions will not be shown at the conference unless the presenter chooses to incorporate into their presentation.
- The submissions **will not** be published in the [International Journal of Integrated Care](#) (as there is no written abstract).

Innovations in Integrated Care Networking Sessions

To provide a space for our delegates to share integrated care research or practice they are doing currently involved in that is innovative with limited evidence at this stage, we would like to introduce more opportunities for delegates to meet and innovation in integrated care. This is an opportunity to make long-term connections. We would like to receive proposals for Innovations in Integrated Care Networking sessions that will support this. These sessions will be a structured conversational process for knowledge sharing in which groups of people discuss a topic at several small tables like those in a café. These events will be located at various points around the conference venue throughout the conference. Tables, flip charts and other tools will be provided.

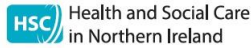
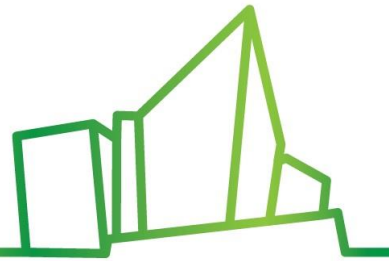
As a summary, we want to know the following information about your research, policy, practice or educational work:

- Short introduction/background summary that is understandable to the readers who do might not be familiar with the context: Why did you do it? Please explain the problem and the context. (keep this succinct, it will be used for marketing purposes so needs to be just one sentence)
- Who is it for? Please explain what community or people you are targeting.



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- Who are you involving and engaging with (*suggest the present tense as these will be only starting or ongoing*)? Please explain who is involved in the design, implementation and monitoring of the initiative. We are especially interested in Personal and Public Involvement (PPI) and co-design approaches. Be specific. This information is essential.
- What are you doing or propose to do? Please explain the initiative or intervention. If this is not yet clear and you want to make this point of discussion, make this point.
- What is the question you want to ask international colleagues or problem you want their help to solve?