FAQs for ICLC19

ICLC19 contact: clinicallibrarian@uhl-tr.nhs.uk.

Question	Answer
What types of abstracts are accepted?	Abstracts shall be scholarly works free from commercialism or private interests. Commercial presentations are not eligible as a contributed submission. ICLC reserves the right at any stage of the review process to remove from consideration a submission that has a clear commercial or marketing bias. Opportunities are available for exhibitors to promote their products or services. Please contact ICLC19: clinicallibrarian@uhl-tr.nhs.uk to discuss these.
Transparency and disclosing conflicts of interest	Sources of funding should always be disclosed. If a clinical trial registration number is available, this should be included. Conflicts of Interest: Presenters shall provide a statement and slide at the beginning of the presentation that discloses any conflicts of interest (or lack thereof). Sample wording: • [Name of individual] has received fees for serving as a speaker, a consultant and an advisory board member for [names of organisations], and has received research funding from [names of organisation]. • [Name of individual] is an employee of [name of organisation]. • [Name of individual] owns stocks and shares in [name of organisation]. • [Name of individual] owns other interest in the organisation and brief description.

	ICLC Disclaimer: ICLC assumes no responsibility for statements or opinions expressed in the presentations. The ICLC organisers have the authority to exclude a presentation from the program.
What are the review criteria for abstracts?	Each abstract will be reviewed by two members of the ICLC organising committee, scoring for innovation, clarity, impact on patient care.
What are the presentation formats and timings?	Four types of presentation formats are being solicited: long papers (20 minutes), posters, lightning talks (10 minutes) and workshops (1.5 hours). You may select as many of these presentation formats as you wish when submitting your abstract. Poster authors will be asked to staff their poster for one hour during the meeting. The timings for long papers and lightning talks include time for questions.
How should I decide whether to submit my project as a long paper, poster, lightning talk or workshop?	Consider: • the amount of time you wish to have allocated (see timings shown in the FAQ above). • your presentation style and the nature of the material you wish to present. Posters are a highly visual presentation; lightning talks are brief, focus on one main point, and are more verbally oriented; and papers are lengthier and verbally oriented. Workshops are interactive and participative and allow more time for discussion. • the rules or guidelines of your institution for obtaining travel funding. Will they fund you to attend if you present a poster or does it have to be some variety of oral presentation? • your career goals.
How do I submit an abstract?	Abstracts are to be submitted using the form at http://www.uhl-library.nhs.uk/iclc/abstracts.html . Abstracts cannot be amended after submission.
What sections MUST be included in my abstract?	The format of titles or abstracts will not be edited or changed. Please check your spelling, grammar, and punctuation! Suggested sections: • Objective (or research question); • Methods (include brief descriptions of the population, methods of measurement or assessment, and expected results);

	• Results (if you have them)
	No more than 500 words for all sections (not including author details)
May I enter my results and conclusions when I submit my abstract?	Yes, you may enter your results and conclusions when you submit your abstract. Results and conclusions should be present in your presentation or poster if they are not available at the time of submission. ICLC do not publish the abstract so we do not need an updated version of your abstract.
How will I know if my abstract is accepted?	You will receive a confirmation email from the ICLC, shortly after the closing date for submissions.
How do I withdraw or cancel an abstract or presentation?	All withdrawals or cancellations must be in writing and emailed to ClinicalLibrarian@uhl-tr.nhs.uk. Be sure to include the full title of your submission and author name(s).
My paper, poster, lightning talk or workshop has been accepted. What happens next?	You should make travel arrangements as soon as possible after acceptance. This is especially critical for international presenters who may need additional time. At least one author MUST be registered for the meeting and available to present the paper, lightning talk, or poster at the annual meeting on the date and time assigned.

Advice on accommodation will be available on the ICLC19 website, but it is your responsibility to book accommodation and travel.

You need to email a copy of your presentation to the ICLC organisers before the 19th September, to cliniciallibrarian@uhl-tr.nhs.uk.

Posters need to be brought to the conference by the author. We have no facilities to store posters, if they are sent in advance.   Posters should be A1 in size (841mm x 594 mm). If it is problematic to produce a poster in this size, please contact us to discuss.

If presenters need a letter of invitation to make travel arrangements, they should email clinicallibrarian@uhl-tr.nhs.uk to request one.   Please note that we are unable to help with visa arrangements. |
| **How do I get copies of my slides or poster online?** | ICLC will upload all presentations to the Conference website, six months after the conference has been held. Conference attendees who would like a copy of any presentation, before that date |

	may contact the ICLC to request a copy, non-attendees will not be able to access presentations before they appear on the conference website.
Should I bring handouts for my paper, poster, or lightning talk presentation?	You may bring handouts. To reduce paper use, ICLC will not be providing handouts, and there are no facilities at the conference to produce them, so you must produce and bring any handouts that you require.
After the conference, I want to publish my paper. Can I submit it for publication?	We encourage publication. If you are submitting your paper for publication, please include a statement that the work was presented at the International Clinical Librarian Conference 2019, Leicester, UK.
Whom should I contact for assistance?	Enquiries about submissions should be directed to the ICLC Organising Committee , at ClinicalLibrarian@uhl-tr.nhs.uk

ICLC19 thank the Medical Libraries Association for permission to base these FAQs on the excellent FAQs provided for the MLA Annual Meetings.

http://www.mlanet.org/