

ICTMC
2022

**6th International Clinical
Trials Methodology
Conference.
Harrogate. UK
3 - 6 October**



WORKSHOP PROPOSAL SUBMISSION GUIDELINES

3rd-6th October 2022

Harrogate Convention Centre, UK

GENERAL GUIDELINES AND KEY DATES

Submission online site

To submit a proposal for either the pre or post conference workshops, you need to log into our [Online Workshop Submission Portal](#). Once you have created an account you can log in multiple times to complete your submission(s). Please remember to take a note of your password.

Submission Deadline

The deadline to submit a workshop proposal for ICTMC 2022 is 23:59 (BST) on Wednesday 1st June 2022. You need to ensure you have completed the submission process before this date. Any submissions in the draft status will not be considered for review. You can edit and revise submissions within the draft stage but you must submit and receive a confirmation before the deadline.

Notification to Authors

Submitting authors will be notified about the outcome of their submissions by Friday 22nd July 2022.

Payment

There is no fee for making a submission. If your proposal is accepted for presentation as one of the workshops, then you will be required to attend the conference and pay the conference registration fees. Further information will be sent to you when authors are notified of the outcome of their submission.

Workshop Proposal Format

The word limit for each workshop proposal is 400 words (excluding the title). All workshop proposals must be written and presented in English. The submitting author needs to select a theme, with accompanying sub-theme, for each submission, from the dropdown list provided on the submission portal.

SUBMISSION PROCESS

Accessing the site for the first time

All workshop proposals should be submitted through the [Online Workshop Submission Portal](#).

If you are accessing the site for the first time, you will need to create an account. To do so, click on the “Create New Account” button on the right. After you create your account, you will need to provide your contact details on the “Update Contact Information” tab on the top of the page and complete set up by clicking “Create Account”. You must complete this step to submit a workshop proposal.

Logging back into your account

If you have created an account and saved your proposal as a draft, or if you wish to submit another workshop proposal, you can log back in by providing your email address and password. Please note that you will only be able to log in to edit your workshop proposal until the submission deadline of 23:59 (BST) on Wednesday 1st June 2022.

Submitting your workshop proposal

There are 7 steps to complete to submit your workshop proposal. At any time in the process, you can click the Save As Draft button at the bottom of each page. This will allow you to save your incomplete submission and return to it at a later time. Please note that workshop proposals in the draft stage will not be considered for review and must be completed and submitted before the submission deadline of 23:59 (BST) on Wednesday 1st June 2022.

Step 1: Title and Presentation Type

Provide the title of your submission. The title should be appropriate, meaningful, clear and concise, avoid subtitles if possible. You must comply with the 60 word limit for workshop proposals.

You will be able to select if you have a preference for the day on which you would like your workshop to take place:

- Monday 3rd October – AM
- Monday 3rd October – PM
- Thursday 6th October - PM

You will also have the option of selecting ‘No preference’ at this point.

Step 2: Presentation Themes

At this stage you will be asked to select a theme/sub-theme from the dropdown menu. The available presentation themes for the workshop proposals are as follows:

Theme: Trial communication

Sub-themes

- Communication in trials
- Dissemination of trial results
- Inclusivity in trials
- Patient and public involvement and engagement

Theme: Trial conduct

Sub-themes

- Management of data
- Information systems and technology
- Interventions
- Monitoring
- Recruitment
- Retention
- Routinely collected healthcare data
- Trial management

Theme: Methodologies

Sub-themes

- Clinical trial design, including innovative designs
- Health economics
- Outcome measures
- Pilot and feasibility studies
- Qualitative research in clinical trials
- Statistical analysis
- Stratified medicine
- Systematic reviews, meta-analysis and evidence synthesis

Once you have selected your theme/sub-theme, please click continue at the bottom of the page to progress to the following step or save as draft to stop and come back to your submission.



Step 3: Authors and Affiliation

Please list all authors and their affiliations.

To add an affiliation, indicate all the necessary information and press “Add Affiliation”. Take a note of the number of the affiliation, as you will need to add the number to the applying authors.

Add the author details and click “Add Author”. Please only provide the affiliation number for each author, e.g.”1”, if you type in the affiliation title the system will not allow you to submit your proposal. If an author has multiple affiliations, please indicate this through a comma, e.g. “1,2”.

Please note that the number of presenting authors is limited to three. You can indicate the presenting author by ticking the “Presenter” box on the relevant author/(s).

You will also have the opportunity of entering biographical details for each of the presenters.

Step 4: Workshop Proposal Content

Enter the content of your submission. Please ensure you adhere to the limit of 400 words. These must include the headings. Longer submissions cannot be accepted.. Do not include the title, references or authors in this section.

Step 5: Set-Up Requirements

Please provide details of any specific room set-up, minimum number of participants and AV requirements you have to be able to deliver your workshop.

Steps 6 and 7: Review and Submission

The Review section will show what you have submitted and what information is still required before you can submit your workshop proposal. You can save your submission as a draft and complete it at a later stage.

Proofreading: We will print your submission from the version supplied by you. It will be printed exactly as submitted, which means that any errors or spelling mistakes will show. Please proof read your submission very carefully.

If you are ready to submit your workshop proposal, you need to agree to the Terms and Conditions and click “Submit”.



Amending a workshop proposal

You can edit and revise your workshop proposal before it is submitted by logging into the relevant submission site and selecting the submission. Please note that there will be no amendments possible after you submit the workshop proposal.

Please note that once you submit your workshop proposal, you will not be able to edit it. If you require to make an edit prior to the submission deadline, please email the Conference Secretariat at ICMTC@in-conference.org.uk

Withdrawing a submission

If you want to withdraw a workshop proposal, please contact the Conference Secretariat at ICTMC@in-conference.org.uk

REVIEW AND PUBLISHING

Review Panel

Each workshop proposal will be reviewed by at least four reviewers from the ICTMC 2022 Education Committee.

Notification to Authors

Submitting authors will be notified about the outcome of their submission by Friday 22nd July 2022.

The notification will be sent to the **submitting author only**. Please do not call the office for details prior to this date, should you have any queries regarding the outcome of your submission. We are only able to give information to the person who submitted the proposal..

Publishing

All submissions that are accepted for presentation will be published in the ICTMC 2022 Conference Final Programme. We will print your submission from the version supplied by you. It will be printed exactly as submitted which means that any errors or spelling mistakes will show. Please proof read your submission very carefully.



CONTACT

If you have any questions, please contact the Conference Secretariat, In Conference Ltd, who will be delighted to answer any of your queries and to provide you with the necessary guidance to submit your workshop proposal.

In Conference Ltd

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www.ictmc.org

**We look forward to receiving your
submissions for ICTMC 2022**