ICTMC 2022

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

ABSTRACT SUBMISSION GUIDELINES

3rd-6th October 2022

Harrogate Convention Centre, UK

GENERAL GUIDELINES AND KEY DATES

Submission online site

To submit an abstract, you need to log in into our [Online Abstract Submission Site](#). 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 an abstract 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 abstracts within the draft stage but ensure you submit and receive a confirmation before the deadline.

Notification to Authors

Submitting authors will be notified about the outcome of their submissions during the week commencing Monday 8th August 2022.

Payment

There is no fee for making a submission. If your submission is accepted for presentation, then the presenting author 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 during the week commencing Monday 8th August 2022.

Abstract Format

The word limit for each abstract is 400 words (excluding the title). All abstracts must be written and presented in English. The submitting author needs to select a broad theme for each abstract, from the dropdown list provided.

SUBMISSION PROCESS

Accessing the site for the first time

All abstracts will be submitted through our [Online Abstract Submission Site](#).
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 an abstract.

Logging Back into your account

If you have created an account and saved your abstract as a draft, or if you wish to submit another abstract, 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 abstract until the submission deadline of 23:59 (BST) on Wednesday 1st June 2022.

Submitting Your Abstract

There are 7 steps to complete to submit your abstract. 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 abstracts 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. Titles have a fixed 25 word limit.

Please select whether you would prefer to be considered for an Oral Presentation or considered for a Poster Presentation or Either.

- If awarded, an **Oral Presentation** would be a talk (likely 8 to 12 minutes) plus an allowance for Q&A, accompanied by a presentation (PowerPoint).
- If awarded, a **Poster** would be displayed throughout the conference for all delegates to view. There will be no formal form of presentation for Posters, but we will highlight peak times during long lunch and refreshment breaks for posters and we encourage poster presenters to attend to their poster to answer questions.

Step 2: Presentation Themes

At this stage, the submitting author will be asked to select a broad theme from the dropdown menu, to facilitate review and programme building. The available presentation themes available are as follows:

Design	**Conduct**
• Adaptive designs • Cluster RCT • Complex interventions • Diagnostic trials • Health economics • Innovative designs • Interventions: selection • Outcome measures: core outcome sets • Outcome measures: patient-reported outcome measures • Outcome measures: selection and derivation • Pilot and feasibility studies • Stratified medicine • Studies within a trial (SWATs) • Systematic reviews, meta-analysis and evidence synthesis • Other	• Data management • Equality, Diversity and Inclusion in Clinical trials • Health economics • Healthcare systems data / EHR / RCHD • Information systems and technology • Infrastructure, Collaboration & Global Health • Recruitment and consent • Retention and follow-up • Safety and toxicity • Trial management • Trial monitoring, data quality and QC • Other
Analysis	**Communication and Dissemination**
• Estimands • Graphs, infographics • Health economics • Healthcare systems data / EHR / RCHD • Machine learning / AI in clinical trials • Missing data • New statistical methods • Studies within a trial (SWATs) • Systematic reviews, meta-analysis and evidence synthesis • Other	• Communication within trials • Dissemination of Trial Evidence • Guidelines • Measuring impact and changing policy • Other
Participants, Patients & Public	**New and ongoing challenges**
• Research into Patient & Public Involvement (PPI) • Co-producing trials and methodology research • Research Ethics / Bioethics	• Data Sharing and Data Re-use • Low carbon trials • Reproducibility and research waste • Synthetic data • Unattended challenges
Case studies	
• Lessons from recent experience • Lessons from the pandemic • Lessons from trials in a disease area • Lessons from trials in a region • Other	

Once the theme has been selected, please click continue at the bottom of the page to progress to the following step or save as draft to come back to continue/edit your submission.

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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 the number needs to be manually applied to the relevant 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 abstract. 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).

Step 4: Abstract Content

Enter the content of the abstract, adhering to the firm limit of 400 words, this includes any headings you are including. Longer abstracts cannot be accepted. Do not include the title, references or authors in this section. A structured abstract should be used.

- **For completed work by time of submission,** we suggest you use a structure like the below:
    - **Introduction** (covering aims/objectives/settings)
    - **Methods/Approach** (making clear the approach e.g. applications and implementation, mixed methods, opinion, qualitative, quantitative, review, simulation, survey, SWATs)
    - **Results**
    - **Discussion**
- **For ongoing work that will be completed by the time of the conference**, we suggest you use a structure like the below:
    - **Introduction** (covering aims/objectives/settings)
    - **Methods/Approach** (making clear the approach e.g. applications and implementation, mixed methods, opinion, qualitative, quantitative, review, simulation, survey, SWATs)
    - **Results Structure and Timelines** (what form would the results takes)
    - **Potential Relevance and Impact** (why might the results be important or interesting)

Step 5: Additional Information

Use the box in the middle of the page to specify the ORCID for each co-author who has one. This is not a mandatory field but registration with ORCID is encouraged.

Please select "I consent" if you agree to sharing the content of your submission.

Steps 6 and 7: Review and Submission

The Review section will show the draft submission and what information is still required before submission. Submissions can be saved as a draft and completed at a later stage.

Proofreading: We will print your abstract 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 abstract, you need to agree to the Terms and Conditions and click "Submit".

Please note that once you submit your abstract, 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

Amending an abstract

You can edit and revise your abstract before it is submitted by logging into the Abstract Submission Site and selecting the abstract. Please note that there will be no amendments possible after you submit the abstract.

Withdrawing an abstract

If you want to withdraw an abstract after submission, please contact the Conference Secretariat at ICMTC@in-conference.org.uk

ABSTRACT REVIEW AND PUBLISHING

Review Panel

Each abstract will be reviewed by at least 4 reviewers appointed by the Scientific Committee.

Notification to Authors

Submitting authors will be notified about the outcome of their submission(s) during the week commencing Monday 8th August 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 abstract.

Publishing

All those submissions that are accepted for presentation will be published in the ICTMC 2022 Conference Book of Abstracts/Final Programme. We will print your abstract 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 abstract.

In Conference Ltd

Q Court, 3 Quality Street, Edinburgh, EH4 5BP

☎ +44 (0) 131 336 4203

✉ ICTMC@in-conference.org.uk

🔗 www.ictmc.org

We look forward to receiving your submissions for ICTMC 2022