

## Submission guidelines

*Please use these guidelines when filling out the Abstract Submission form.*

1. Please provide a title for your paper, presentation, or event.
2. Please indicate the type of presentation/session you are proposing:

**Oral paper:** this could include presentation of research findings, service innovation or evaluation. Oral presentations will be 20 minutes plus 10 minutes for questions.

**Poster/artwork:** poster presentations provide an opportunity for visual presentations, to present preliminary work or to display complex findings. This could include research findings, reports of service innovation or evaluation, or presentations of creative approaches and artwork.

**Symposium/special event/panel:** This could include grouped papers from a research team; a panel on a topic featuring a number of speakers; discussions and debates. Special events will be 60 or 90 minutes long – please indicate your preferred time slot in your abstract.

**Performance/creative session:** this could include film, music, dance, or other forms of performance or art-based work.

**Workshop proposal:** these sessions will be interactive/practical sessions, e.g. on methods, creativity, public involvement; workshops should be 50 minutes in duration.

We will try to allocate submissions to the preferred session type as far as possible. Further support in developing your submission is available on request at [conf@hiv.scot](mailto:conf@hiv.scot)

3. Please provide name and contact details for the lead presenter/organiser of the session; this is the person who will be the main contact for the programme team. We will use these contact details if we need to get in touch with you about your submission for any reason.
4. Please indicate what type of organisation the lead presenter works for or belongs to.
5. Please add the names and organisations of other presenters/co-organisers.
6. Please choose up to three keywords; we will use these to help our programming.
7. The conference will be running online, so 'special requirements' could be wide-ranging. Please use this space to ask and accommodations will be made where possible.
8. Abstract: please provide an abstract or description of your session, of up to 200 words. Research papers can use structured abstracts (background/methods/findings/conclusions) but this is not a requirement. Other types of sessions should be described so that conference delegates can decide which sessions to attend. Particularly for special events, you should consider including a statement about the overall aim of your event as well as some information about individual speakers/panel members; for performance, creative and workshop events you should describe what will happen in your session, and what level of audience participation might be involved.

*If you have any questions about the submission process that aren't answered here, please contact us on [conf@hiv.scot](mailto:conf@hiv.scot)*