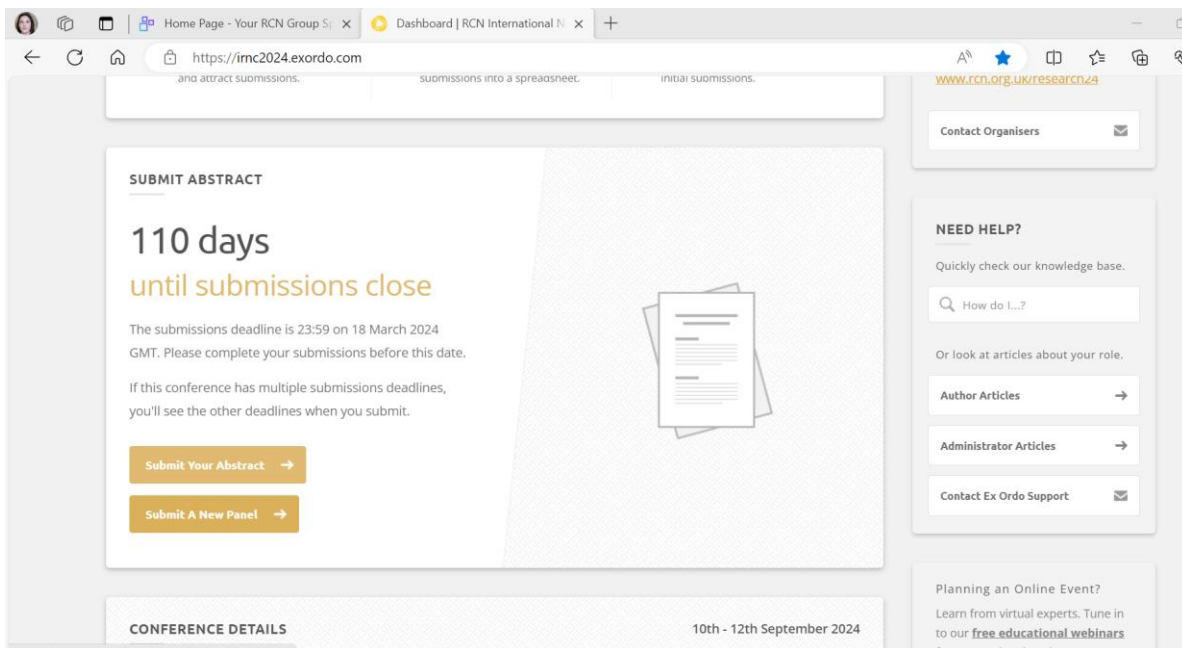


RCN International Nursing Research Conference 2024

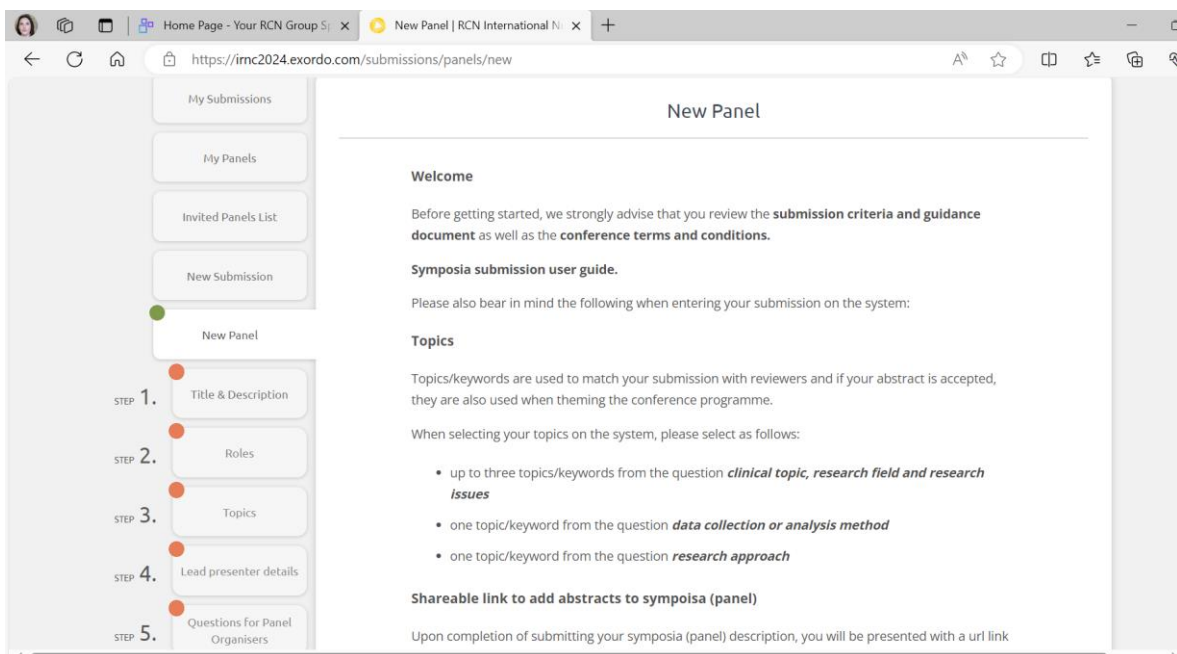
Symposia (panel) submission guidance

1. Go to <https://irnc2024.exordo.com/>

Click on 'Submit a new panel'.



2. Read the guidance and click 'Next'.

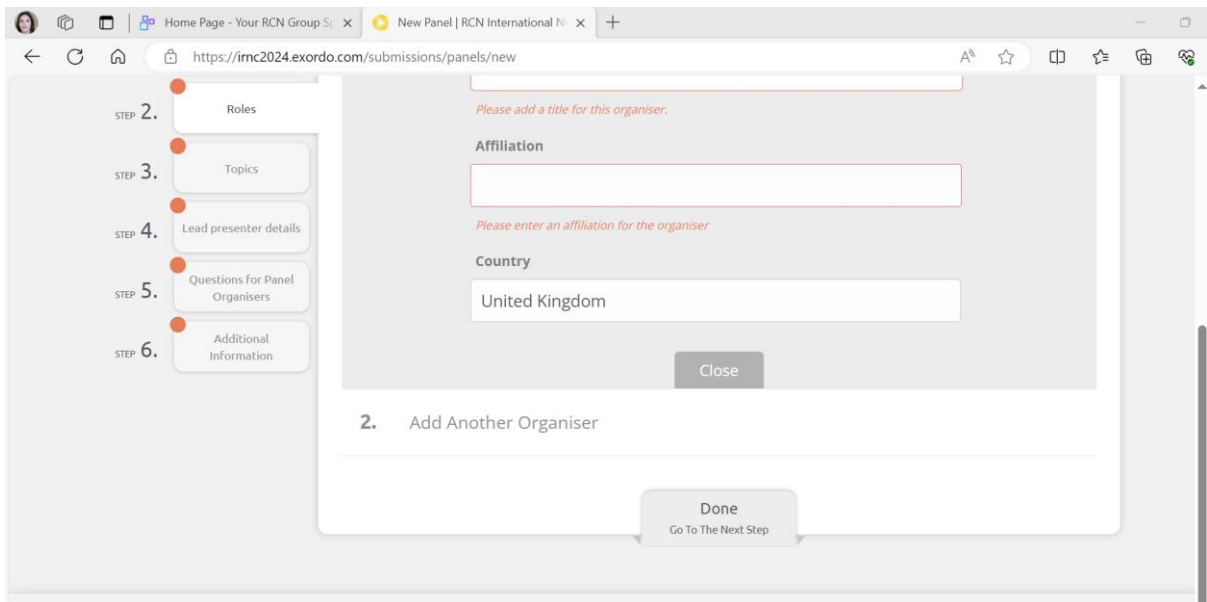


Enter the symposium title and an overview (max 150 words). And click 'Done'.

The screenshot shows a web browser window with the URL <https://irnc2024.exordo.com/submissions/panels/new>. The page is titled "Title & Description". On the left, there is a sidebar with a "my submissions" menu and a "New Panel" button. Below the menu is a progress indicator with five steps: 1. Title & Description (active), 2. Roles, 3. Topics, 4. Lead presenter details, and 5. Questions for Panel Organisers. The main content area has a "Title" field containing the text "Test" and a "Description" field containing "abcd". The description field has a rich text editor toolbar with options for bold, italic, underline, list, link, and link removal, along with a "Saved" indicator. At the bottom of the description field, it says "149 words remaining." A "Done" button is located at the bottom right of the form.

Enter your details as the symposium (panel) organiser and click 'Done'.

The screenshot shows the same web browser window, but the page is now titled "Roles". The sidebar is identical to the previous screenshot. The main content area has a heading "Roles" and a sub-heading "Please nominate all the organisers that contributed to this panel below." Below this is a form for nominating an organiser. The organiser's name is "Melissa Askam" with the email "melissa.askam@rcn.org.uk" and a "Remove" button. The form has three fields: "Title" (with a dropdown menu and a red border), "Affiliation" (with a text input field and a red border), and "Country" (with a dropdown menu showing "United Kingdom"). Red error messages are visible below the "Title" and "Affiliation" fields: "Please add a title for this organiser." and "Please enter an affiliation for the organiser".

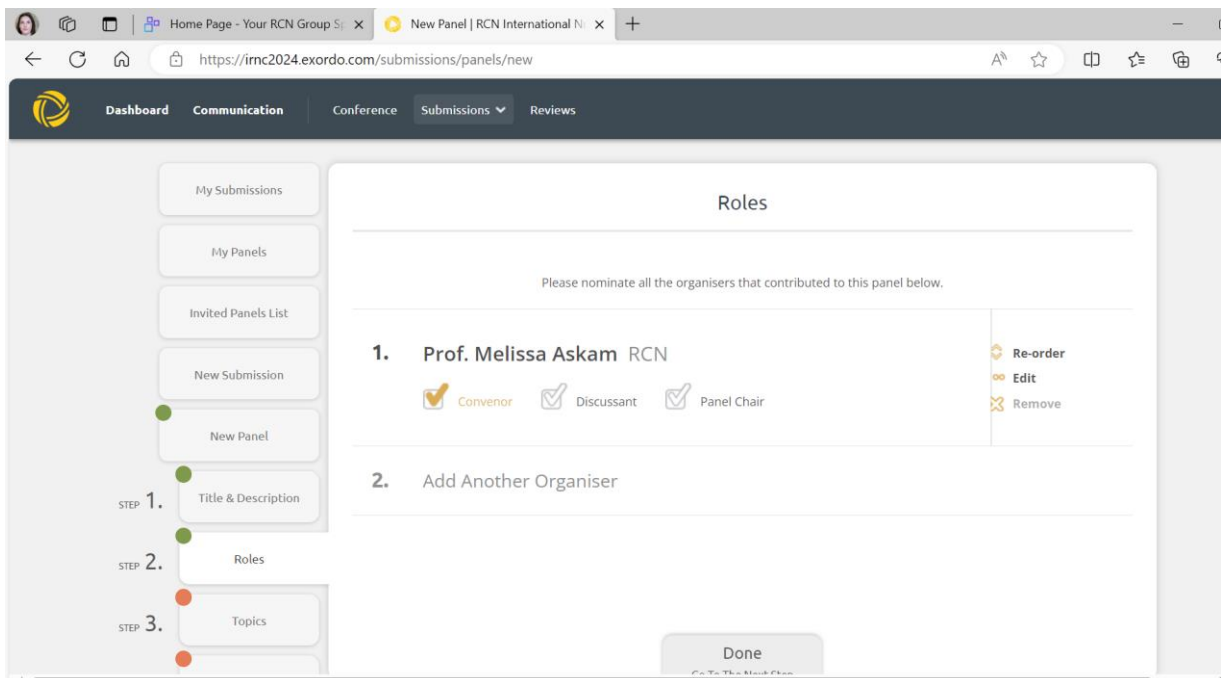


3. You will default to 'Convenor'.

If you will also be acting as the symposium chair, please tick 'Panel Chair'.

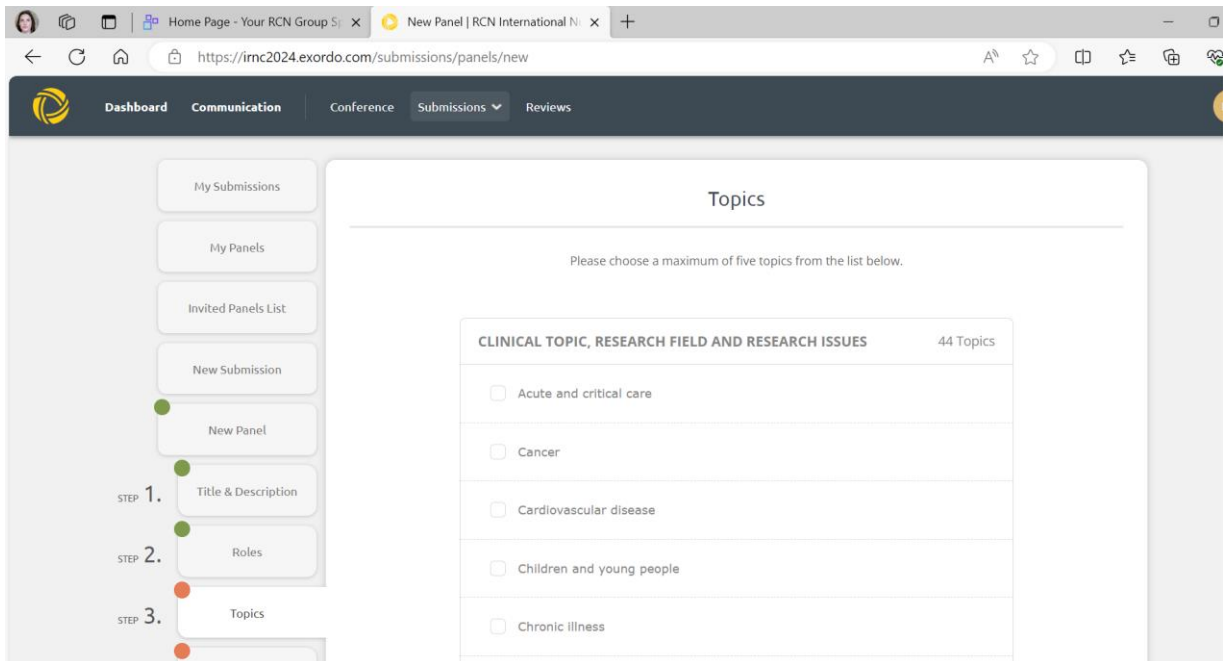
If another colleague will be acting as chair, click 'Add another organiser'. Enter their details and select them as 'panel chair'.

Then click 'Done' to move onto the next stage.

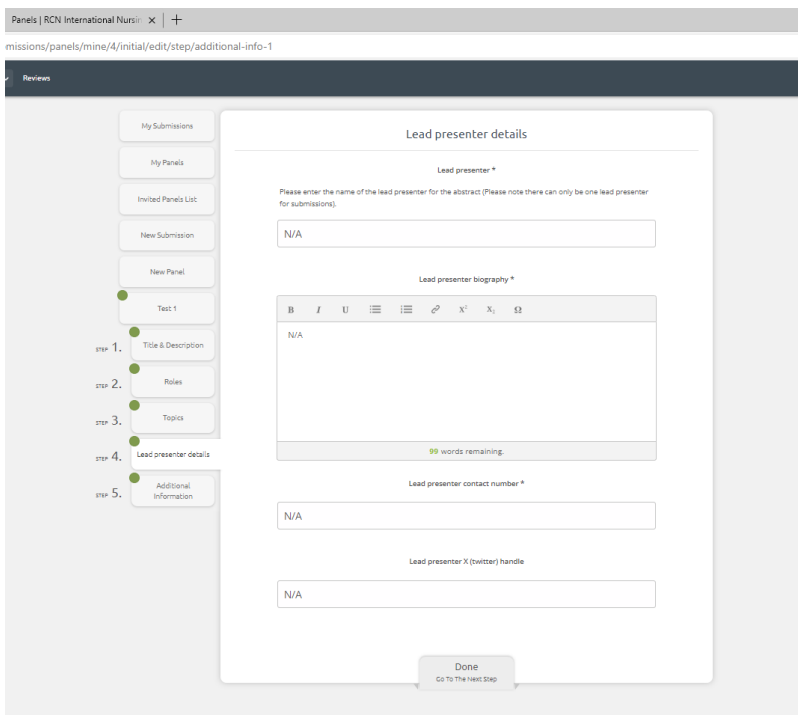


4. As per guidance, please select:

- up to **three** topics/keywords from the question *clinical topic, research field and research issues*
- **one** topic/keyword from the question *data collection or analysis method*
- **one** topic/keyword from the question *research approach*



5. You will then be presented with lead presenter details form. NOTE. THIS IS NOT REQUIRED FOR SYMPOSIA (PANEL) OVERVIEW SUBMISSIONS. Please enter N/A in all four fields and click 'done'.



6. Please complete the additional information questions and click 'Done'.

The screenshot shows a web form titled "Additional Information" for a submission. On the left is a sidebar with navigation options: "Configure Initial Submissions", "List of Submissions", "List of Panels", "Test 1", "1. Title & Description", "2. Roles", "3. Topics", "4. Lead presenter details", and "5. Additional Information". The main form contains several sections with dropdown menus and checkboxes:

- Does your abstract focus on clinical research nursing? ***: A dropdown menu with "Select an Option".
- Academic award research ***: A section asking "Please indicate if your abstract is of research undertaken for an academic award" with a dropdown menu "Select an Option".
- Ethical approval ***: A section asking "Was ethical approval obtained?" with a note "(Please note where ethical approval has been obtained, you must include details of the approval in your abstract submission)" and a dropdown menu "Select an Option".
- Concurrent chair and poster tour lead**: A checkbox "I would be happy to chair a concurrent session and/or lead a poster tour at the conference." which is checked.
- Terms and conditions ***: A checkbox "I confirm that I have read the conference terms and conditions and understand that if my abstract is accepted, my employer will be required to fund my attendance in order to present." which is checked.
- Copyright permissions ***: A checkbox "I confirm I have permission from all authors to present this submission and understand that this will be published in the conference book of abstracts." which is checked.
- Permission to share slides/recordings ***: A section asking "If my abstract is accepted, I agree to the RCN recording the session and/or sharing the presentation slides and recording post-event, and confirm I have permission from all authors/presenters to do so." with a dropdown menu "Select an Option".

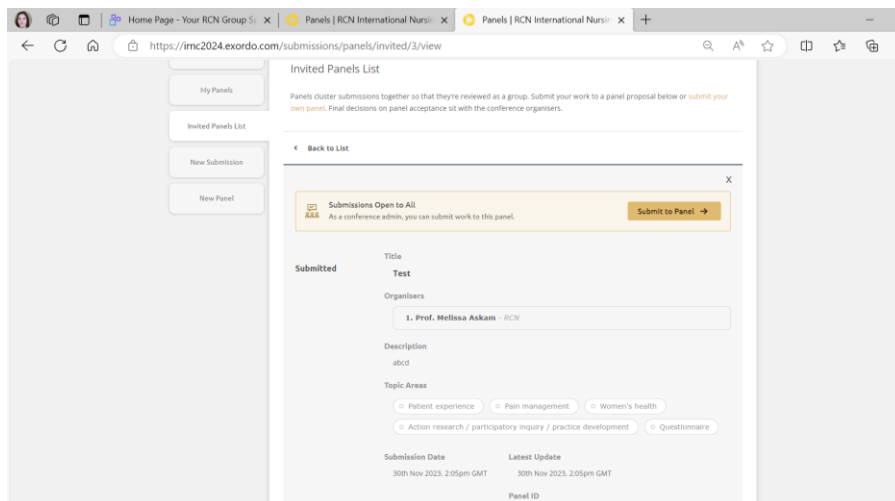
7. You will then be presented with a summary of your panel form.

Click on the 'shareable link' to copy and paste into emails to your colleagues, to invite them to add their individuals abstracts to the symposia (panel).

The screenshot shows a summary page for a panel titled "Test 1". The URL is "ns/panels/4/initial/view". The page has a "Back to List" link at the top left. The main content is a summary of the panel details:

- Submitted**: A status indicator.
- Shareable Link**: A section with a "Copy shareable link" button and a close icon (X).
- Title**: "Test 1".
- Organisers**: "1. Prof. Melissa Askam - RCN".
- Description**: "abcd".
- Panel Contributions**: A section with a magnifying glass icon and the text "No Submissions. No Submissions found.".
- Topic Areas**: A list of radio buttons: "Cancer", "Patient experience", "Quantitative (not included in another category)", and "Measurement (physiological)".
- Lead presenter**: "N/A".
- Lead presenter biography**: "N/A".
- Lead presenter contact number**: "N/A".
- Lead presenter X (twitter) handle**: "N/A".
- Does your abstract focus on clinical research nursing?**: "No".
- Academic award research**: A section at the bottom.

8. Your colleagues will then click the link and see below screen. Click on 'Submit to panel'.



9. Once a colleague has completed and submitted their contribution (abstract) to the panel (symposia), the panel organiser will receive an email notification, as well as the contributor.

If you have any queries, please do not hesitate to contact the Events Team

Research@rcn.org.uk

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