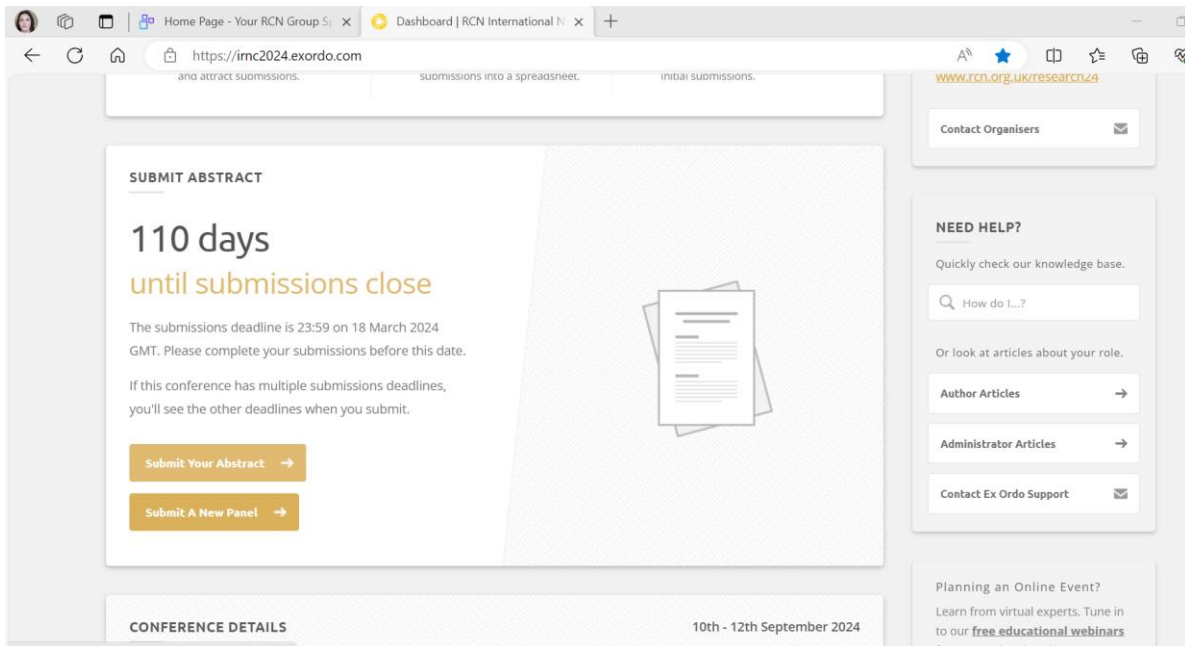


RCN International Nursing Research Conference 2024

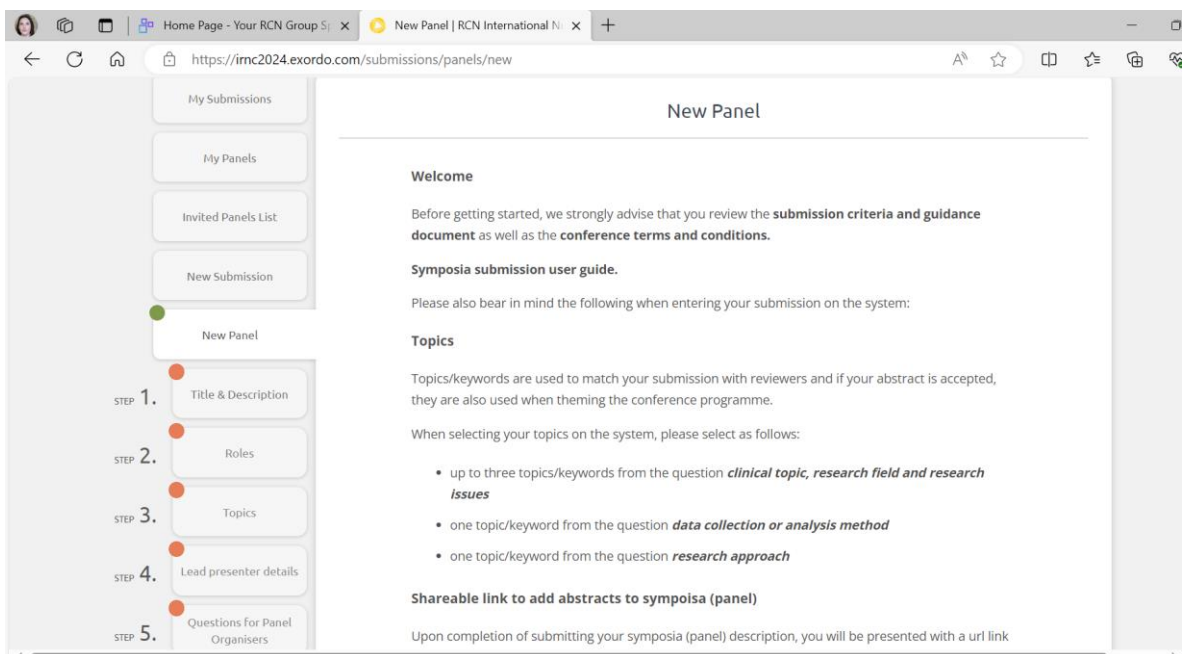
Symposia (panel) submission guidance

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

Click on 'Submit a new panel'.



2. Read the guidance and click 'Next'.

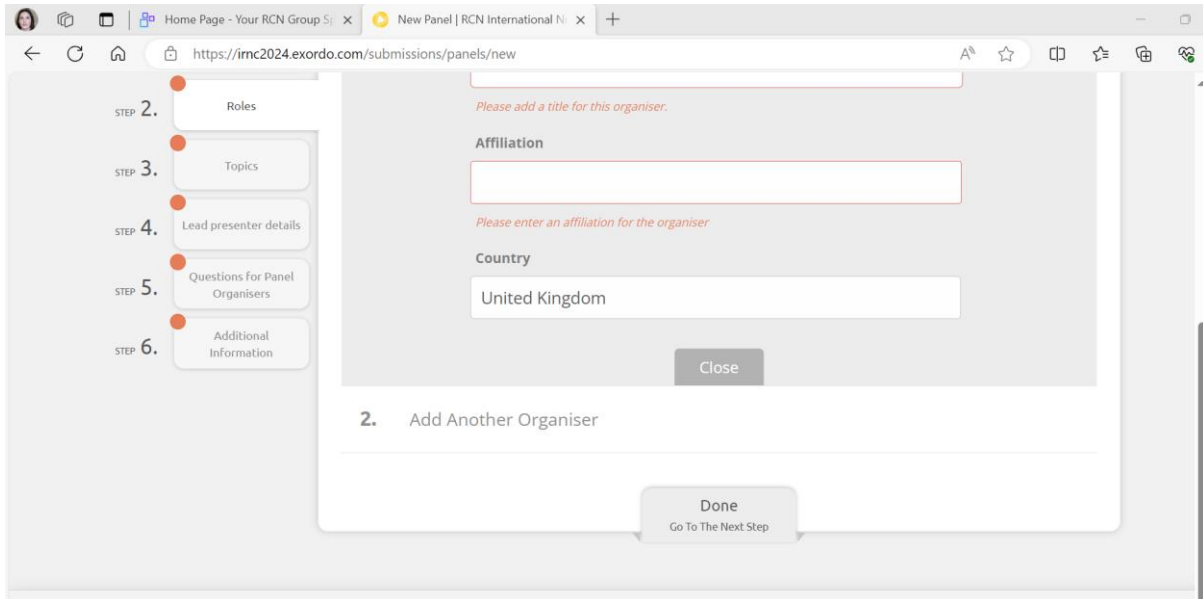


Enter the symposium title and an overview (max 150 words). And click 'Done'.

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 containing "My Panels", "Invited Panels List", "New Submission", and "New Panel". Below the menu is a progress indicator with five steps: STEP 1. Title & Description (active), STEP 2. Roles, STEP 3. Topics, STEP 4. Lead presenter details, and STEP 5. Questions for Panel Organisers. The main content area has a "Title" field with the text "Test" and a "Description" field with a rich text editor containing "abcd". A "Saved" indicator is visible in the top right of the description field. At the bottom, a "Done" button is present. A status bar at the bottom of the description field indicates "149 words remaining".

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

The screenshot shows the same web browser window, now on the "Roles" page. The sidebar menu is the same, but the progress indicator shows STEP 2. Roles as the active step. The main content area is titled "Roles" and contains the instruction "Please nominate all the organisers that contributed to this panel below." Below this is a card for "Melissa Askam" with the email "melissa.askam@rcn.org.uk" and a "Remove" button. The card has three input fields: "Title" (with a dropdown arrow and the instruction "Please add a title for this organiser."), "Affiliation" (with the instruction "Please enter an affiliation for the organiser"), and "Country" (with the text "United Kingdom").

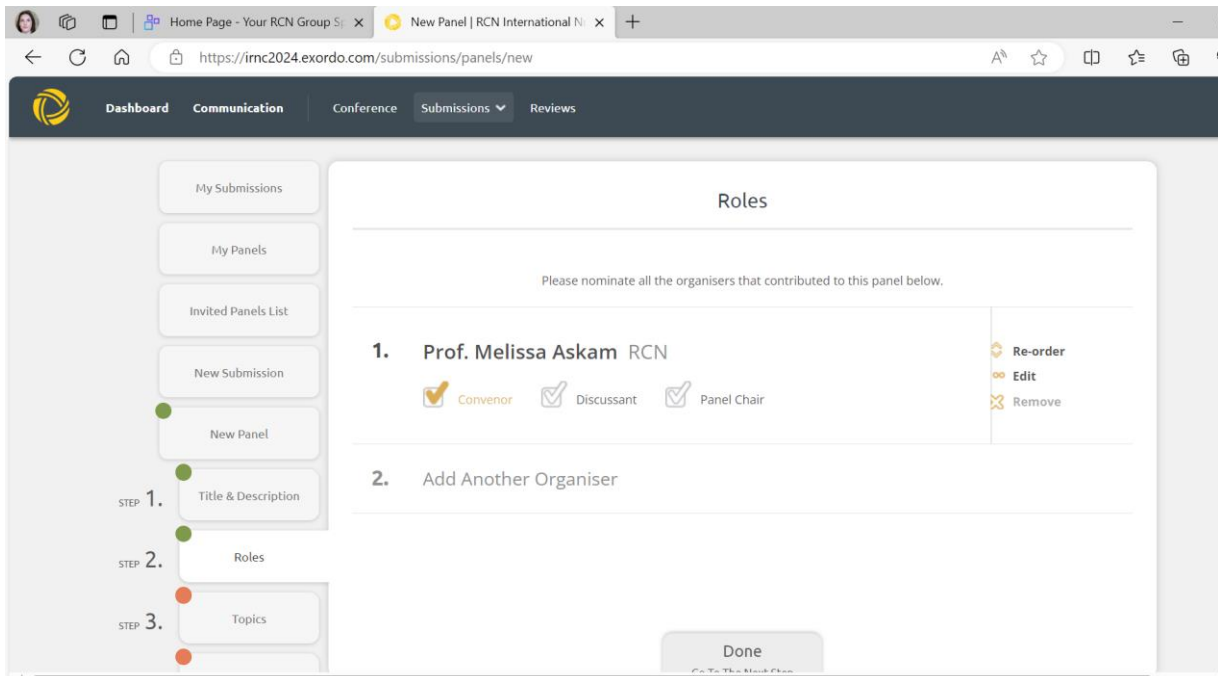


3. You will default to 'Convenor'.

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

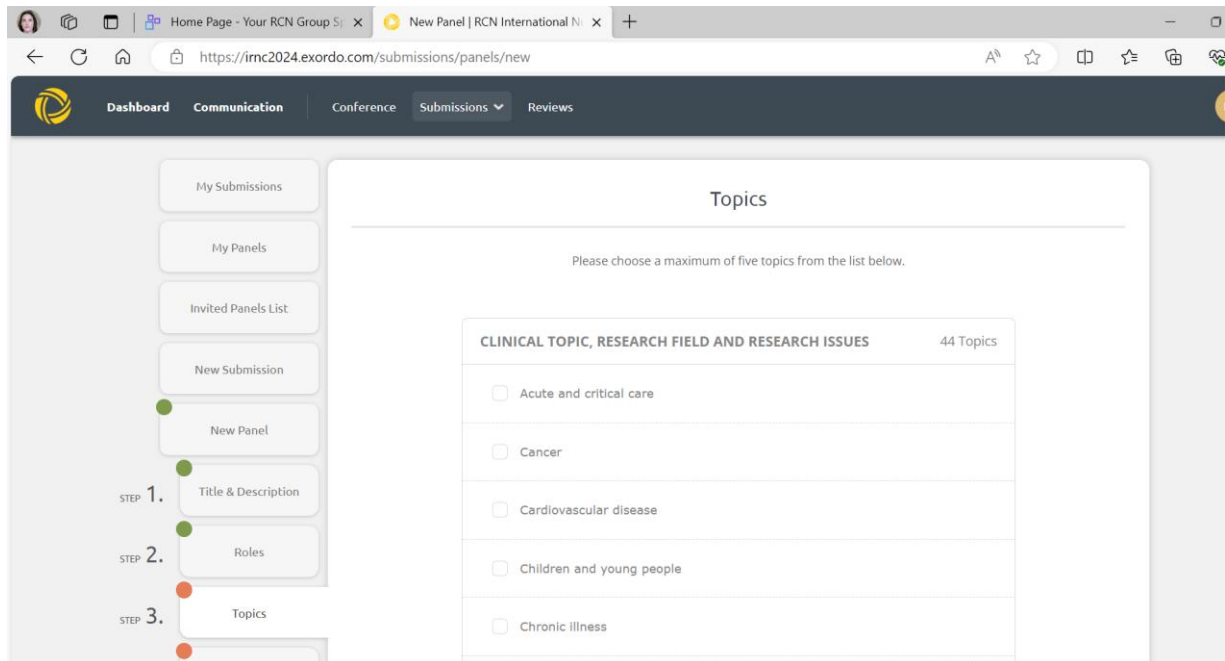
If another colleague will be acting as chair, click 'Add another organiser'. Enter their details and select them as 'panel chair'.

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

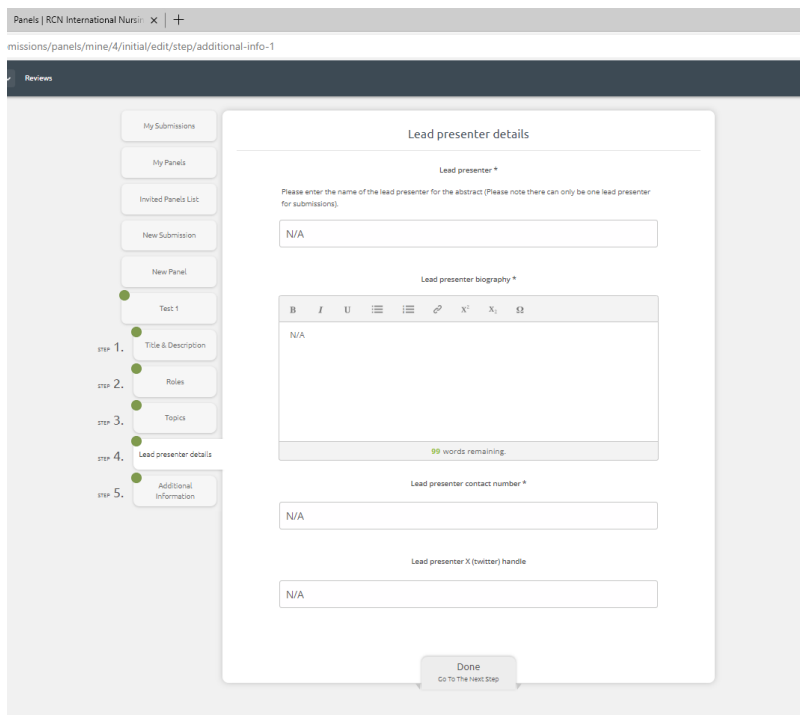


4. As per guidance, please select:

- 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", "Title & Description", "Roles", "Topics", "Lead presenter details", and "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 labeled "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 labeled "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 labeled "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 RCI's 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".

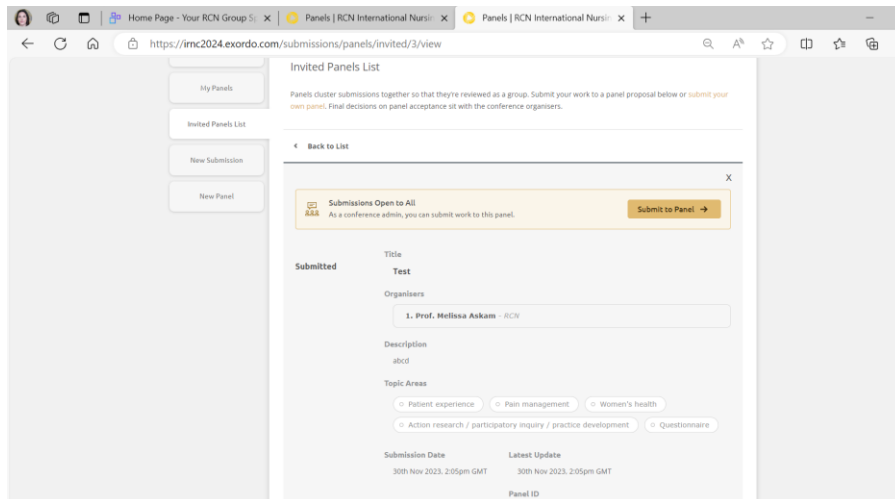
7. You will then be presented with a summary of your panel form.

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" and "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

+44 (0)20 7647 3578