

Draft Physiotherapy UK Conference Abstract Review Group Terms of Reference

These terms of reference will need to be agreed by the 2018 group once constituted and may be amended.

1. Remit

- To oversee all aspects of the abstract review process, including carrying out moderation of peer reviewed abstracts
- Consider the learning/feedback from previous Physiotherapy UK conferences
- Input to the development of a realistic timeline for the process and input to defining the responsibilities of the events team, CSP officer strand leads and Abstract Review Group.
- Oversee the inclusion of themes agreed into an abstract call
- Review all supporting information regarding the call, guidance, scoring criteria prior to call in January
- Oversee review activity including
 - ensuring all systems used for receiving and reviewing abstracts are fit for purpose
 - moderation of scoring for applicants
- Develop, with support from CSP Officers, a policy for the review process
- Make recommendations to CSP strand leads for incorporating posters and platform presentation within their programmes
- Make recommendations for the poster exhibition, including how posters will be displayed, grouped and promoted at the event.
- Recommend new ways in which poster and platform presentation are presented at Physiotherapy UK
- Oversee the production of conference proceedings

2. Accountability

The Abstract Review Group will work closely with the strand leads regarding the development of the programme, emergent themes, timelines, coordinating platform presentations and posters into the programme. **Other communication links**

As well as formal reporting arrangements (see accountability section), the Group will need to develop links informally to ensure ongoing improvement in the abstract review process and quality of abstracts submitted. These links will include:

Council for Allied Health Professions Research (CAHPR)

- Ensure all CAHPR communication channels are used effectively to promote the event
- Promotion of CAHPR mentoring individuals looking to submit Education

- Ensure that all education communication channels are utilised to encourage educators to apply

CSP Charitable Trust

- Ensure that Charitable Trust grantees apply to the abstract process to present research findings as required in their terms and conditions of awards.

3.Membership

The Group will comprise of up to 5 members that meet the criteria below. The group will be recruited through an open for application process and selection process.

Members should possess at least one of the following attributes and experience:

- A research background with experience presenting platform presentations and posters at national conferences.
- An educational background and experience presenting poster and platform presentations at national conferences
- A research background and experience of obtaining research grants /awards and /or sitting on a scientific panel or committee reviewing research funding applications
- A research background with relevant experience in scientific programme planning at a national level
- A research or educational background with service evaluation expertise and experience of presenting at national conferences.

4. Quorum

Three members.

5. Term of office

2 years to give continuity between conferences.

Chair

A Chair will be elected by the Group to serve for a duration of 2 years.

6. Frequency of meetings/meeting arrangements

Members must be available to moderate peer reviewed abstracts (those with less than two reviews, a range in scores greater than six or those with ethical approval queries)

7. The Group will meet by teleconference to moderate abstracts and may meet up to two more times per year depending on the business of the Group. Meetings will most likely be run as teleconferences.. Officer and administrative support

CSP CAHPR Support Officer will support the effective working of this Group, alongside appropriate administration support. Administration support is provided by the Business Services Team.

8. Review

The terms of reference for the Conference Abstract Review Group will be reviewed after 2 years to ensure they continue to meet the needs of the CSP.

November 2017

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