Notts Primary Care Conference 2023

Collaborate – Innovate – Celebrate

Poster Submission Guide

July 2023

Invitation for poster submissions

We are excited to announce that we will be holding our first Notts Primary Care Conference on Tuesday 26 September 2023. The key objectives of this conference are to enable **collaborative** working, inspire **innovation** and new ways of working, and **celebrating** the work of Primary Care, particularly during these challenging times.

To celebrate our workforce, we are inviting submissions for posters that showcase local workforce development initiatives. Awards will be presented at the conference and details of the award category are below.

> **Notts Primary Care Workforce Development Initiative of the Year**
>
> The ongoing pressures on Primary Care demands new ways of working, new skills and competencies, as well as new roles across teams and pathways – for both clinical and non-clinical teams.
>
> Initiatives could demonstrate new ways of working together as a team, how you are addressing population health needs, how you have supported staff wellbeing or equality, diversity, and inclusion issues.
>
> This award is about recognising workforce development innovations in Nottingham and Nottinghamshire Primary Care. Judges will be looking for new approaches to developing your staff. They want to see initiatives that develop not just the existing workforce and its talents but look for new ways to bring people into Primary Care.

Submissions can be made by any individual, team, and organisation (clinical and non-clinical) working in Nottingham and Nottinghamshire Primary Care. Multiple entries from the same organisation are permitted.

All posters will be on display at the conference for colleagues to view. They will also be made available online via the NATH website.

Please note: The submission with the highest scoring poster will be invited to present their poster at the conference. Please make it clear in your submission if you do not wish to present your poster during the conference.

Scoring criteria

Posters will be marked against the following five criteria by a panel of independent judges, comprising clinical and non-clinical roles.

Criteria	Think about:
Innovation	• What was the problem to overcome? • How was this a new initiative? • Why was this transformative?
Collaboration	• Who did you work with? • How did you work together? • Why did collaborating lead to success?
Equality, Diversity, and Inclusion (EDI)	• How did the initiative consider and evidence equality? • How did the initiative consider and evidence diversity? • How did the initiative consider and evidence inclusivity?
Impact	• What was the outcome? • What difference did this make to staff? • Why was this important?
Poster design	• Is the poster visually appealing? • Is the information clear and free of jargon and acronyms? • Is the information presented in a logical layout?

Poster requirements

Please ensure your poster complies with the following requirements:

- **Size:** A3
- **Orientation:** Landscape
- **Minimum font size:** 11
- **File format:** PDF
- Includes a title and name of your organisation on the poster
- Does not include personal or sensitive information

We recommend:

- Designing the poster to tell a story
- High colour contrast between text and background colour
- Inclusion of images or graphics
- Asking colleagues to proof-read before submission

Key dates

Deadline for poster submission is end of Tuesday 12 September 2023.

No.	Task	Deadline
1.	Submit poster via online Poster Submission Form	Tuesday 12 September 2023
2.	Posters scored by judging panel	Friday 15 September 2023
3.	NATH to contact top scoring submission to present at the conference	Monday 18 September 2023
4.	Top scoring submission to present poster at the conference (if happy to)	Tuesday 26 September 2023

How to upload your submission

Once you have finalised your poster, reviewed it against the scoring criteria, and checked it complies with the poster requirements, please submit it online via our Poster Submissions Form. Alongside the poster, we also ask for:

- Organisation name
- Primary Care Network/s you work within
- Names of all the authors involved in creating the poster
- Email of a lead author who can be contacted on behalf of the submission
- Whether you are happy to present at the conference if your submission is a winning poster

If you require any additional information, please contact a member of the NATH team via alliance.hub1@nhs.net.

Thank you, good luck, and we look forward to receiving your posters!