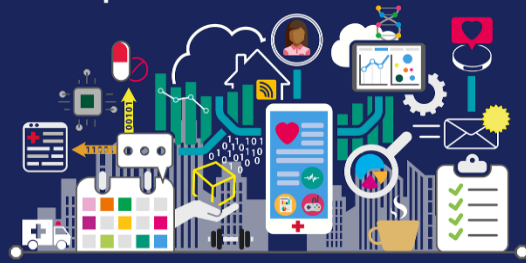6th Annual Digital Health Conference

Behaviour Change for Health:
Current and Emerging Science and Technologies

06-07 April 2020

GUIDELINES FOR ABSTRACT SUBMISSIONS & PRESENTERS

Contents

UCL Centre for Behaviour Change
6th annual digital health conference – 06 & 07 April 2020
Behaviour Change for Health: new and emerging science and technologies

1

Information for all presenters

The UCL Centre for Behaviour Change is delighted to announce the opening of conference abstract submissions and early bird registration for the 6th annual conference, *Behaviour Change for Health: current and emerging science and technologies* at the UCL Institute of Education, London UK on Monday 06 and Tuesday 07 April 2020.

Our next conference welcomes submissions on research and practice to change health-related behaviour using digital and non-digital approaches. The conference scope includes, but is not limited to, the science of behaviour change, methodology, emerging technologies, and real-world applications.

We are looking for talks, posters, symposia, panel discussions and workshops to stimulate a lively exchange of ideas between academia and industry.

The conference program will be available early 2020.

To submit an abstract for review to the 6th annual Centre for Behaviour Change digital health conference, please use the online submission portal.

General information

Presentation content

Feedback received from previous conference attendees said that the key messages were often lost in both oral and poster presentations. This year we would like you to include a section in your presentations and posters with two take-home messages to highlight the key points of your research:

- A message aimed at academia and research
- A message aimed at industry and practice

For oral presentations, this could be one of your concluding slides of your talk.

Before the conference

- All authors/presenters must register to present their work. Tickets can be purchased from the UCL Online Store.
- Authors must accept the invitation to present. The Scientific Committee will be notifying authors early February 2020 of all acceptances, modifications and rejections. If accepted, authors will be asked to confirm the date and time of presentation.
- For oral, panel discussion and symposia presentations, please submit your presentation slides by the date listed in the email when accepting your presentation

During the conference

- At the end of the session, please take any presentation materials away with you. Left items will be discarded at the end of the conference
- Familiarise yourself with the room where you will be presenting. Details will be sent to authors when the final programme is released in March 2020.

UCL Centre for Behaviour Change
6th annual digital health conference – 06 & 07 April 2020
Behaviour Change for Health: new and emerging science and technologies

2

Key dates and deadlines

	Opens	Closes
Call for abstracts	13 September 2019	18 October 2019
Early bird registration	29 August 2019	12 March 2020
Standard registration	01 February 2020	06 April 2020
First release of programme	Week commencing 03 February 2020	
Deadline for authors to request changes to programme	23 March 2020	
Presentation slides to be submitted (oral, panel discussion and symposia)	03 March 2020	31 March 2020
Final programme released	Week commencing 23 March 2020	

Abstract categories

Research

Research abstracts typically present original primary research, including research in an applied setting. In most cases, these pieces of work will have involved an academic researcher.

Abstracts submitted under this category should clearly indicate behaviour change research for health (either digital or non-digital) with a:

- Rationale
- Aims
- Methodology (e.g. experiment, RCT, survey, interview study, think-aloud study, observational study)
- Analysis
- Results
- Conclusions

The online portal is set up so submissions will need to be input for each of the above headings. Unless there is good reason not to, a structured abstract should be submitted.

Abstracts involving primary research (rather than reviews or conceptual analyses) must have followed the appropriate standards of ethics in research and have received appropriate ethical approval where it was required.

UCL Centre for Behaviour Change
6th annual digital health conference – 06 & 07 April 2020
Behaviour Change for Health: new and emerging science and technologies

3

Research where data collection and analyses are completed at time of submission will usually be given priority for oral presentations (or where a persuasive case is provided that the results will be available by the time of the conference)

Please provide names and affiliation of all authors and email address of lead author.

Knowledge in Practice

Knowledge in Practice abstracts typically showcase projects or products that were conducted/developed in a non-academic context.

While abstracts may follow a similar form to the research abstracts (indicating Rationale, Aims, Methodology, Analysis, Results and Conclusions) in a structured format with sub-headings, it is not necessary for abstracts submitted in this category to be structured in a specific format.

Abstracts submitted under this category should:

- Showcase aims and/or results of the project or product
- Be clearly related to behaviour change in health
- Include a description of what will be demonstrated and how the project/product was developed, tested and used

Innovative product descriptions or demonstrations may be included in a dedicated demonstration session depending on the number of submissions.

Please provide names and affiliation of all authors and email address of lead author.

Symposia

Abstracts under this category should describe a series of research abstracts focused on a particular topic.

The preferred format for symposia is four oral presentations from different authors on a related topic, although other formats will be considered. Please note that the total time for a symposium is 60 minutes, usually consisting of 4 x 10 minute time slots (10 minutes per presenter) & 20 minutes for discussion which is led by the discussant.

Please note we can only accept one oral presentation per presenter, with the exception given to those who have the role of Discussant in a Symposia presentation. In addition to this role they may wish to contribute to a panel discussion and/or give a separate oral or poster presentation.
Submissions must state the convenor, chair and a discussant to provide an overview and facilitate discussion. Ideally the discussant will be external to the work presented.

Abstracts for symposia should include:

- Symposia title
- Summary of the symposium (max. 350 words)
- Title for each oral presentation presented within the symposia
- Details of each presenter and first author (including their institutional affiliation), and co-authors
- Abstract for each presentation (each abstract word count is max. 350 words)

All information should be submitted at the same time by the symposia convenor. Please provide names and affiliation of all authors and email address of lead author.

UCL Centre for Behaviour Change
6th annual digital health conference – 06 & 07 April 2020
Behaviour Change for Health: new and emerging science and technologies
4

For further guidance, please refer to the 'Research Abstracts' guidelines.

Panel Discussion

Panel discussions are welcome on any topic relating to behaviour change for health and should describe a proposed topic involving a convener and four panellists. The duration of a panel discussion is 60 minute and it should be planned that at least 50% of the time allocation is for audience participation.

The convener should take responsibility for leading the discussion.

Abstracts submitted under this category should:

- Describe a proposed topic and will involve a convener and four panellists,
- A title and an overview abstract (max. 350 words) describing the proposed topic using the following headings:
    - objectives
    - rationale
    - summary
- A summary of each panellists contribution outlining their focus or approach (max. 350 words)

Please note that a summary of the contribution made by each panellist will need to be submitted as part of the submission process. Should you have four panellists, the convener will need to submit four summaries - one for each panellist (each summary max. 350 words).

Review Process

Each abstract will be reviewed by two external experts, with author identity hidden, and selected by the Scientific Committee. The Scientific Committee in consultation with an International Advisory Board will make the final decision on the inclusion of abstracts and on the presentation format.

Please note that the names of reviewers and committee members will be published with the conference programme.

A decision will be made as to whether to accept abstracts submitted under Research and 'Knowledge in Practice' for an oral or a poster presentation, or to reject the submission. Panel discussions and debate submissions will be accepted or rejected.

For the review process, the following criteria will be used:

1. Importance/Strategic Value: the findings are generalisable and help to advance the science of behaviour change and/or have strategic value,

2. Originality: the application, topic or methods are innovative,

3. Clarity: the abstract clearly sets out what was done, why and what was found,

4. Completed data collection and analysis: abstracts where data/findings are presented in the abstract or will be collected by date of conference will get priority for oral presentations or acceptance for symposia

5. Strength of Methodology: methods are appropriate to the research aims (applicable to research abstracts only).

UCL Centre for Behaviour Change
6th annual digital health conference – 06 & 07 April 2020
Behaviour Change for Health: new and emerging science and technologies
5

Submission tracks

This year authors will be asked to nominate the track/conference theme which best 'fits' their submission. We welcome the submission of abstracts in the following tracks:

1. The Science of Behaviour Change
   - Including advances in the theory, measurement and understanding of behaviour change in online or offline interventions

2. Methodology
   - Including methods for evaluating process, user experience, and outcomes; innovations in analysing complex data; and novel designs (e.g. Ecological Momentary Assessment (EMA), N-of-1)

3. Emerging Technologies
   - Including wearables, sensors, just in time methods, and other novel technologies not yet proven for health behaviour change but with potential application to health

4. Real-World Applications
   - Including commercialisation (financial aspects, scalability) and implementation in the private sector, public sector, or charitable sector

5. Current Technologies
   - Including established and pervasive technologies, such as web, SMS or more traditional mobile device apps that have been applied to health behaviour change

Abstract guidelines

Abstracts must be submitted via the online submission portal. Emailed abstracts will not be accepted.

Please read the submission guidance below before submitting an abstract.

- Abstracts should not be more than 350 words (exception being Panel and Symposia submissions)
- Contributors should select whether they are submitting under the heading of 'Research', 'Knowledge in Practice', 'Symposium' or 'Panel discussion'
- Please note we can only accept one oral presentation per presenter, with the exception given to those who have the role of Discussant in a Symposia presentation. In addition to this role they may wish to contribute to a panel discussion and/or give a separate oral or poster presentation.
- The presenting author is responsible to ensure that all co-author s are aware of the content of the abstract before submission.
- The presenting author should be listed as first author.
- Abstracts presented at previous CBC conferences will not be accepted
- Please do not include symbols in the submission – please replace symbols with words
- Accepted abstracts will be published on the conference website and in the conference app
- If submitting an abstract for panel discussion or symposia, it is the responsibility of the chair/convenor to notify panel members that they must purchase a ticket in order to present at the conference

UCL Centre for Behaviour Change
6th annual digital health conference – 06 & 07 April 2020
Behaviour Change for Health: new and emerging science and technologies

6

Presentation methods

Oral presentations

Before the conference

- You will have **7 minutes** to present your work, followed by 2 minutes for questions and discussion. Feedback from previous conferences indicate that questions and discussion are highly valued by delegates. Please ensure that you **do not** speak for 10 minutes as this will negatively impact other speakers in your session.
- There is one minute for presenter change-over scheduled between presentation slots.
- Rooms at the venue have PowerPoint facilities.
- Please submit your presentation slides to behaviourchange@ucl.ac.uk by Tuesday 31 March 2020 to avoid technical delays on the day.
- Please save your presentation slides file name in the following format: *'PRESENTER NAME_SESSION LETTER_FIRST FOUR WORDS OF TITLE'*
- Make note of the date, time and session of your presentation.
- Please do not put too much text on each slide, have a minimum font size of 20pt.
- Don't include text at the bottom of the screen as this can't be seen from the back of the room.

*This year we would like you to include a section in your presentations and posters with **two take-home messages** to highlight the key points of your research - one aimed at **academia/researchers** and one aimed at **industry/practice**. This could be one of the concluding slides for your talk.*

At the conference

Each presentation will be organised into themed sessions based on the selected conference track. Each session will have a designated chair who will convene speakers.

- On your arrival please notify staff that you will be presenting and they will indicate the location of your presentation.
- Familiarise yourself with the room and check your presentation in advance of your session.
- Please arrive at least five minutes before the start of your session: all presenters must be in the room before the session can begin.
- Introduce yourself to the chair of the session and confirm your name and details and the title of your talk.
- There will be a file saved on the computer desktop for containing all PowerPoint presentations of that session. Someone will be in each room to assist with technical issues and to help you get your presentation on the screen.

Poster presentations

Format of Your Poster

- Poster size should be no larger than A0 Portrait (approximately 84×115cm) and must be prepared as portrait, not landscape.
- Posters are viewed from a distance, so please make sure your typeface and graphics are easy to read.
- We recommend a font size of about 18-20 points.
- Keep the amount of text in your posters brief, focusing on a few key points.

UCL Centre for Behaviour Change
6th annual digital health conference – 06 & 07 April 2020
Behaviour Change for Health: new and emerging science and technologies

7

- Make sure your title, authors and affiliated institutions are clearly visible at the top of your presentation.

At the Conference

- In order to present you work you must register to attend the two-day event
- All posters will need to be hung on the morning of day 1 (Monday 06 April)
- On your arrival of day 1, please notify staff that you will be presenting a poster and they will indicate the location of your presentation
- Each poster will have an allocated spot, please make sure your poster is displayed in the correct place.
- There will be poster boards arranged in the Jeffery Hall with poster boards clearly labelled with author ID. Your author ID is the session allocation and letter as listed in the conference programme.
- At the end of day 2 please take down your poster. Any posters that are left at the end of the conference will be recycled.
- We suggest that you have copies of a handout with your details and, as appropriate, an expanded version of your presentation to give to interested delegates.

Interactive Poster Sessions

- All authors who have been invited to present a poster have been allocated to a poster session on either day 1 or day 2 of the conference.
- Please make note of the date and time that has been assigned to you.
- Authors will have 2 minutes to present their work, followed by 2 minutes Q&A.
- The poster sessions will be chaired to ensure all presenters keep to time.
- At the start time of your session, please meet next to the first poster board of your session. Your chair will introduce the presenters and start the session.

Panel Discussion

Before the conference

- Panel discussions will include a convener and four panellists.
- The convener will take responsibility for leading the discussion therefore they will be responsible for the structure of the session.
- You have 60 minutes for your panel discussion. **You should allow half of the allocated time for audience participation and questions.** This will give you approximately 30 minutes for panellist's opening and perspectives.
- You must confirm the convener and panellists for your discussion when submitting the abstract.
- We would suggest each panellist opens with a perspective of around five minutes before the convener asks for questions and responses from each expert, following into audience questions.
- Rooms at the venue have PowerPoint facilities.
- Please submit your presentation slides to behaviourchange@ucl.ac.uk by Tuesday 31 March 2020 to avoid technical delays on the day.
- Please save your presentation slides file name in the following format: *'PRESENTER NAME_SESSION LETTER_FIRST FOUR WORDS OF TITLE'*
- Make note of the date, time and session of your presentation.
- Please do not put too much text on each slide, have a minimum font size of 20pt.
- Don't include text at the bottom of the screen as this can't be seen from the back of the room.

UCL Centre for Behaviour Change   8
6th annual digital health conference – 06 & 07 April 2020
Behaviour Change for Health: new and emerging science and technologies

At the conference

Panel discussions will be chaired by the convener of your session.

- On your arrival please notify staff that you will be presenting and they will indicate the location of your presentation.
- Familiarise yourself with the room and check your presentation in advance of your session
- Please arrive at least 5 minutes before the start of your session: all panel members must be in the room before the session can begin.

Symposia

Your Symposium should describe a series of 'research abstracts' focused on a particular topic and will typically include four oral presentations from different authors on a shared theme.

Before the conference

- Symposiums will have 60 minutes. **You should allow for 10 minute presentation slots for each presenter and discussant,** and 20 minutes for question time.
- You must confirm the convener and panellists for your discussion when submitting the abstract.
- Rooms at the venue have PowerPoint facilities.
- Please submit your presentation slides to behaviourchange@ucl.ac.uk by Tuesday 31 March 2020 to avoid technical delays on the day.
- Please save your presentation slides file name in the following format: *'PRESENTER NAME_SESSION LETTER_FIRST FOUR WORDS OF TITLE'*
- Make note of the date, time and session of your presentation.
- Please do not put too much text on each slide, have a minimum font size of 20pt.
- Don't include text at the bottom of the screen as this can't be seen from the back of the room.

Role of the discussant

The role of the discussant is to facilitate the discussion portion of the symposium. Discussants should highlight key points from the presentations and prompt questions or comments from speakers which can be opened up to invite the audience to participate. It is important to note that there is no one set format for how a symposium discussion should work. Ideally the convener of the symposium should have discussed the content of the session with the discussant BEFORE the session, and agreed the key points to bring out for reflection and discussion.

At the conference

- On your arrival please notify staff that you will be presenting and they will indicate the location of your presentation.
- Familiarise yourself with the room and check your presentation in advance of your session.
- Please arrive 5 minutes before the start of your session: all panel members must be in the room before the session can begin.

There will be a file saved on the computer desktop for containing all PowerPoint presentations of that session. Someone will be in each room to assist with technical issues and to help you get your presentation on the screen.

UCL Centre for Behaviour Change
6th annual digital health conference – 06 & 07 April 2020
Behaviour Change for Health: new and emerging science and technologies

9

Open Science Framework (OSF)

As part of the 2020 event, we will be publishing the conference abstracts on the Open Science Framework (OSF). We would like to encourage all authors to publish their conference proceedings through OSF as this can support the timely dissemination of work to a border audience and increase impact.

Following the end of this conference, our team will create and OSF website specifically for this event where authors can securely upload their abstracts. Abstracts will be accessible to any reader online. There is also the option to upload supplementary files with the abstract, such as PDF copes of presentation or poster slides. Authors can submit copies of supplementary files by:

- Going to the conference OSF page: https://osf.io/meetings/CBCCONF2020/
- Clicking on 'add your poster or talk' link in the top left corner of the webpage
- Completing the short email submission and upload form

These three steps will create an entry for your presentation that will be shared in the list of submission on the conference site.

As a default, our conference team will upload all accepted oral and poster presentation abstracts, along with author name and affiliation. Please note that this is not compulsory and if you do not want your abstract published online we will not include in the final event upload. To remove your abstract from the OSF upload, please email behaviourchange@ucl.ac.uk.

In the spirit of open science, we thank you in advance. If you have any questions about OSF please contact: behaviourchange@ucl.ac.uk.

Contact

If you have questions regarding the programme please contact UCL Centre for Behaviour Change (behaviourchange@ucl.ac.uk).

UCL Centre for Behaviour Change
6th annual digital health conference – 06 & 07 April 2020
Behaviour Change for Health: new and emerging science and technologies

10