

Speaker Proposal Guide

This document is only for the purpose of preparing your submission. You will need to complete the online form by 10 June 2026 to submit the proposal. We cannot accept word document attachments in place of the online form. Please see the end of this document for terms and conditions.

Please submit this proposal online below:

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CHANGES TO THE CALL FOR SPEAKERS PROCESS:

The programme for the International Forum in Lisbon will incorporate a variety of different formats, but not limited to:

- Individual presentations
- Group Workshops
- World Cafes
- Panel discussions

To reflect this, the submission form will **focus on your project or scope of work, its deliverables, impact and learnings for others.**

If you are selected as a speaker we will allocate you a session format so please be prepared to collaborate with others or vary your approach to fit with the format of the session.

Submission Details

Presentation title <i>(20 words max)</i>
Presentation description Describe what you would like to share in three sentences. Please make this compelling. <i>(150 words max)</i>
Context <ul style="list-style-type: none">• Describe the department or community where the work was done• Describe the team involved and the client/patient group that is the focus of your work
Problem <ul style="list-style-type: none">• Outline briefly the specific problem or system dysfunction that you aim to improve and how it was affecting client/patient care

<ul style="list-style-type: none"> Describe how you assessed the cause and extent of the problem
<p>Changes made</p> <ul style="list-style-type: none"> Describe your proposed change(s) to practice in sufficient detail so that others could reproduce it Describe the improvement methods that were used Describe how key stakeholders were involved in the change process Describe the theory of change you used and how ideas were tested and implemented
<p>Impact</p> <ul style="list-style-type: none"> Describe the impact of the work, with both qualitative and quantitative data We would expect quantitative data to be presented as time series analysis (please include a chart in the submission)
<p>Learnings for others</p> <p>Three take-home messages for attendees from your project based on the impact on client/patient group or setting</p>
<p>How were those with lived experience (patients, carers or service users) involved in the conception, design, or implementation of your project?</p> <p>If patients were not involved, explain why patients were not included</p>
<p>Was ethics approval required? If so, please provide evidence of ethical approval</p>
<p>Declaration of competing interests</p> <p>For all presenters, please declare any competing interests. Include individual interests, and any institution (such as firm, department, laboratory) you are responsible for:</p> <ul style="list-style-type: none"> If anyone will pay you to give this presentation Who has previously paid for your advice Who has funded your research Who has paid for you to attend conferences If you have any other interest that could be connected with your work (for example, share holdings in pharmaceutical or other companies) <p>If no competing interests state 'none'</p>

Terms and conditions

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The submission of a completed proposal form does not in any way guarantee the submitter or presenters a speaking slot on the programme. Furthermore, it is not intended to create a legally binding relationship between the presenters and either the BMJ Publishing Group Ltd 'BMJ' or the Institute for Healthcare Improvement 'IHI'. Please be advised that any offer to speak at the event will be subject to terms and conditions to be agreed at a later date.

If you are selected as a speaker we will allocate you a session format so please be prepared to

collaborate with others or vary your approach to fit with the format of the session.

Please note that all sessions are peer reviewed by the International Forum Programme Planning Committee. Sessions are selected to fit with the annual theme of the conference and the content streams that will be presented each year.

Some presentations may be filmed and broadcast during the event and published online by either BMJ or IHI afterwards – by submitting a proposal you agree for your presentation to be filmed and published in this way.

Competing interests must be declared on this proposal application otherwise the proposal will not be considered. If your presentation is selected, competing interests must be declared both verbally and on a slide at the beginning of the presentation at the International Forum.

Comp passes will be offered on a discretionary basis and will be decided by the programme advisory panel.

Patient co-presenters will receive a complimentary pass.

A patient is defined as someone who has lived experience of using health services as a patient, or as the main carer of a patient. They should have a leading role in the project/initiative and have made a significant contribution to its design, conduct, assessment of outcome and /or subsequent development based on this experience. There will be funding available to cover travel and accommodation for patient presenters, subject to a separate application process.

Funding for travel or accommodation is not provided to general programme speakers presenting at the International Forum.

If your session is selected, the session and biography information in this proposal will be used on the International Forum website and social media.