

Airway Leads Day: A call for examples of best practice

Overview

Based on the positive response to the best practice presentations delivered at the Airway Leads Day in 2018, we would again like to invite submissions to be included in the 2020 programme.

We invite Airway Leads to submit an example of best practice for presentation at the **Airway Leads Day** to be held on **Thursday 5 March 2020** at **RCoA, London**. Submissions should be loosely based around the areas of responsibility of an Airway Lead:

- *overseeing local airway training for anaesthetists and assisting in airway training more widely*
- *ensuring local policies exist and are disseminated for predictable airway emergencies*
- *ensuring that difficult airway equipment is appropriate to the local guidelines and standardised within the organisation*
- *liaising specifically with the Intensive Care Unit and Emergency Department to ensure consistency*
- *facilitating NAP4 follow-up surveys on institutional responses to NAP4 and audit of airway management practices.*

If there are aspects of your work and role that are exemplary and could be beneficial to others, then don't miss the chance to disseminate and showcase your work to an audience of over 100 Airway Leads. If selected you will be required to deliver a 10-minute presentation at the Airway Leads Day 2020.

Submission and deadline

- Examples of best practice should be submitted via awl@rcoa.ac.uk
Please follow the submission guidelines on page 2 of this document.
- The deadline is **Friday 17 January 2020** at **13:00**.

Selection

- A panel will review submissions and select up to 5 Airway Leads to present at the Airway Leads Day 2020
- Selected Airway Leads will be entitled to free registration at the event and will be listed in the programme (please note that travel and accommodation expenses will not be reimbursed)
- We will contact all entrants no later than Friday 7 February 2020 to confirm the outcome of the selection process.

At the event

- Airway Leads selected will be required to present a 10-minute talk on their example of best practice
- A PowerPoint presentation is required. Please note that this should be designed in a 16:9 (widescreen) size ratio in order to fit the screen in our lecture theatre
- Post presentation, the selected Airway Leads will be required to participate in a Q&A session with the audience (this will be actively chaired)
- Airway Leads will be informed of the time of their presentation in advance of the day.

Format

- Single A4 sheet (portrait orientation)
- Plain text, rich text or Microsoft Word
- 11 point font
- Century Gothic typeface
- 2.5cm margins
- Single line spacing
- A blank line separating paragraphs
- Tables and diagrams may be included, but are not essential. These should be incorporated into the document and the text should be reduced accordingly to accommodate these within the A4 page allowance.

Note: Images/figures may be embedded within MS Word documents or may be sent separately as .jpg or .gif files

Submissions must include:

- Title
- Author name
- Place where work was carried out
- Contact email address
- If relevant, text should follow a general progression through background, methods, results and conclusion. This format may not fit every project undertaken by an Airway Lead and so background, project/ intervention and outcome or something similar would be equally acceptable
- If a figure, picture or table is used; please caption (same font guidelines as above apply)
- A maximum of 5 references may be included; listed and cited as specified by the *British Journal of Anaesthesia* (but with the title of the article omitted).
- **References for NAP4 or any of the DAS Guidelines are not required- i.e. NAP4 can be written in the text without a reference etc.**
- If you successfully applied for funding for your project please let us know.

If you have any further queries, please contact Lucy Kerr, Event Coordinator
lkerr@rcoa.ac.uk