

Airway Leads Day: A call for examples of best practice

Overview

Based on previous positive feedback to the best practice presentations delivered at the Airway Leads Days, we would again like to invite submissions to be included in the 2024 programme.

We invite Airway Leads to submit an example of best practice for presentation at the [Airway Leads Day](#) to be held **online** on **Friday 15 March 2024**. 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 online Airway Leads Day 2024.

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 **Monday 22 January 2024** at **09:00**.

Selection

- This is not a competition, and the purpose of this session is to showcase best practice that could be adopted and used in other hospitals to improve any aspect of airway practice
- A panel will review submissions and select up to 5 Airway Leads to present at the online Airway Leads Day 2024.
- Selected Airway Leads will be listed in the programme.
- We will contact all entrants no later than Friday 2 February 2024 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.
- Post presentation, the selected Airway Leads will be required to participate in a Q&A session (this will be actively chaired).
- Airway Leads will be informed of the time of their presentation in advance of the day.
- Please remember to include details of how others can mirror your innovations so that airway care can improve across the UK.

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:

- A Title
- Author's 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 provide a 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.

For Airway Leads queries, updates to, or details of amendments or omissions to the Airway Leads database, please email awl@rcoa.ac.uk

If you have any further queries, regarding the event please contact Lucy Kerr, Conference, Event and Partnerships Manager: lkerr@rcoa.ac.uk | 020 7092 1667

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