



Meeting review guide for authors

Thank you for offering to write a meeting review for the College *Bulletin*. Please take a few minutes to read this brief guide. It is a supplement to the College's guide for authors, available from the Publishing & Digital team at publishing@rcpath.org.

Audience

The key to good writing is to always remember for whom you are writing. The *Bulletin* readership is wide and diverse, so please write clearly and succinctly. Consider that some readers may not be familiar with abbreviations, so please spell out all abbreviations when using them for the first time.

Word count

600–1,000 words, dependent on the conference. One or two photos or images. Please discuss with the *Bulletin* Editor.

Content guidance

In the past, we have published short, descriptive meeting reviews. They have typically included information about the speakers and their presentation topics, and networking opportunities.

We would prefer to make sure our meeting reviews have added value for our readership. We are now seeking reflective articles that consider how useful the meeting content was, what actions are coming out of it, and how the meeting has made a difference to the author's practice.

When writing your review, please try to offer tangible examples of the benefit of the meeting, what was discussed and what you learned. Identify whether there are opportunities for spreading or scaling your learning.

Please consider the following questions. (You do not need to cover them all.)

- What did you learn from the talks?
- How did they reflect or cover multidisciplinary working?
- What were the key points from discussions?
- Were any new organisational / departmental collaborations formed?
- Was there any consensus on adopting new technologies or ways of working?
- Have you actioned any of the learning from the meeting?
- Are there any opportunities to spread or scale your learning?
- What can others learn from your development and/or work since the meeting?

