2017 ADEA ABSTRACT SUBMISSION PREPARATION GUIDELINES

Online abstract submission system

Abstracts are submitted online. The benefits of this system are many but include:
- Ensuring your submission is complete as you will receive an immediate email confirmation.
- Allowing you to preview your abstract and make modifications to your satisfaction.
- Ensuring accurate indexing of all authors in the abstract book
- Ensuring consistent presentation of all abstracts in the proceedings (overarching formatting is imposed).

Please note the following:
- The first step is to record your personal details on your own 'registration dashboard'.
- If you have already completed this for your registration (or another ASN event e.g. ADS-ADEA Annual Scientific Meeting in previous years), you will not have to repeat this, just login to your 'dashboard' as a 'returning delegate'.
- After you complete all sections and submit your abstract, you will receive a confirmation email. Please ensure that you have entered a correct email address.
- You can use your 'dashboard' to:
  - Access your abstract submission at any time
  - Edit your abstract until the deadline of abstract submission
  - Monitor its selection status
- The presenting author must be the person submitting the abstract.

Before writing your abstract

You should consider the following:

- What category you will submit an abstract for
- What data to include
- How the data is best presented
- How to introduce your work
- How to link your research to practice

For more tips on how to write a great abstracts, please download and read the PHCRIS guide.

Before lodging your abstract

You should consider the following:
- The word limit of your abstract is 300 words or less:
  - <u>Excluding</u> title, authors and affiliations
  - <u>Including</u> commercial disclosures, numbers and referencing
- Any tables, images or figures that are submitted in a graphic format should be:
  - File format: *.jpg*
  - Colour: greyscale, as all abstracts will not be printed in colour
  - Resolution: 200dpi
- Follow the [ADEA style guide in referencing, Vancouver](#)
- Proof-read of both the drafts <u>and</u> the final version before submission

Oral and/or Poster presentation

During the submission process, you will be asked to select if you wish your abstract to be reviewed for an oral and/or a poster presentation. Please note that your selection is a guide only for the committee. The POC will recommend accepted abstracts to be presented either as an oral presentation or as a poster. There are always more submissions for the oral sessions than can be fitted in the available program slots. We encourage you to be prepared to produce a poster if your abstract is accepted and recommended by the POC accordingly.

Selecting your category

The Program Organising Committee (POC) invites submissions of abstracts of original contributions on any topic related to in the following categories:

- Case studies
- Clinical practice
- Program evaluation
- Quality improvement activities
- Review of resource delivery
- Service delivery

After lodging your abstract

- The status of your submissions on the online abstract system should turn green and say 'Complete'. Please [contact the ASM Secretariat](#) if this is not the case.
- A confirmation email will be sent to you from the ASM Secretariat. If you don't receive this email within 48 hours, please check your spam/junk box and then [contact the ASM Secretariat](#).
- Results will be available four weeks after the abstract submission closing date. You will be notified by the ASM Secretariat.
- If you decide to withdraw this submission, you must do so before the submission closing date.

Oral Presentation

The preferred means of presenting your oral presentation is by MS PowerPoint. For more tips on how to design a great multimedia conference presentation, please download and read the PHCRIS guide.

Ideally you should bring your presentation to the ASM on a USB memory stick and an extra as backup. You will not be able to use your own laptops during the presentation.

Closer to the day, you will be provided with details to access the speaker preparation room where you will upload your presentation before the session. This room will be continuously staffed during the ASM.

Poster Presentation

For those presenting a poster, you will need to design and print to the following specifications;
- Orientation: portrait
- Maximum size allowed: 100cm wide by 120cm deep

Closer to the day, you will be provided with details to install your poster for viewing.

For more tips on how to design a poster for maximum impact, please download and read the PHCRIS guide.

ADEA Awards

Each year awards are given to recognise good quality work. During the conference, work is judged using the criteria outlined for preparing abstracts.

The ADEA awards include:
* Best Oral Presentation
* Best Novice Oral Presentation
* Best Poster Presentation
* Best Novice Poster Presentation

Please note: To be eligible for a Novice Presenter prize, you will be asked to nominate whether you are a novice presenter when submitting your abstract. The POC defines a 'Novice' presenter as an ADEA member presenting for the first time at the ADS-ADEA Annual Scientific Meeting, therefore if you have previously presented at your branch conference, you are still eligible for this category.
These awards will be presented to ADEA members as judged by a peer review committee appointed by the ADEA Program Organising Committee.