



CALL FOR ABSTRACTS (ORAL AND POSTER)

ATCA Conference 2012

Project r - The art of refinement

'to make very small changes to something in order to make it work as well as possible'

The conference committee of the ATCA Conference 2012 invites you to submit an abstract to be considered for oral or poster presentation at the conference. Submissions will open on **Friday 18 November 2011** and close on **Friday 30 March 2012 6pm**. **Abstracts are to be submitted via email to etresure@redcrossblood.org.au.**

Awards to be presented:

- Best oral presentation – 'Elizabeth Yeo award'
- Best poster presentation
- Best first time oral presenter

Before submitting your abstract via email, please ensure you have carefully read the abstract submission guidelines below.

Abstracts

Abstract submission will close 30th March 2012.

Key Dates

- Abstract Submission Closes – Friday 30 March 2012, 18.00 EST
- Abstract Acceptance Emailed – April 2012

ABSTRACT SUBMISSION GUIDELINES

Elizabeth Treasure, Hayley Furniss and Sarah Aranha will be responsible for ensuring independent abstract review, revision and acceptance. Guidelines for both oral and poster presentations are provided below for all submitters of accepted abstracts.

- All abstract submissions should comply with these guidelines. All submissions will be reviewed for compliance and quality. Abstracts that do not comply with guidelines will be returned along with a statement of how the abstract does not meet the guidelines and encouragement to revise and re-submit.

- Abstracts must not have been published in any English language medical or nursing peer-reviewed journal, and not have been presented at more than three previous meetings. Studies with substantial changes in methodology and/or additional data may be submitted but rewritten abstracts on the same study should not.
- The abstract heading must contain:
 - The title in BLOCK CAPITALS only
 - One line space prior to text commencement
 - Abstract title should precisely convey a message
 - Abstracts should be structured and contain an Introduction, Study Objectives, Methods, Results and Conclusion(s).
 - Abstracts must contain no more than 250 words (excluding the title).
 - Abstracts should be written in the past tense, i.e. stating what was done rather than what is being, should or will be done.
 - Abstracts must contain sufficient information to be a complete report independent of the presentation. The text must not contain statements alluding to material not presented in the text. Do not include terms such as 'will be discussed', or 'will be presented' as the abstract will not be accepted.
 - Only standard abbreviations (eg ODC, BDD, DCD etc) should be used. Other abbreviations should be kept to a minimum and defined in parentheses in the text. In general, no more than two non-standard abbreviations should be used and only to replace words appearing four times or more in the text.
 - Abstracts with simple tables are acceptable, but graphs, diagrams or complex tables are not.
 - Do not include references within or after the abstract.
 - Abstracts received after the closure date will not be accepted.
 - Please use Times New Roman font in size 10 point, single spaced with left justified margins.
 - All abstracts must be submitted using the abstract template provided.
 - Please complete one form for each abstract submitted.
 - For abstracts that have more than one author, one person should submit the abstract, who will be the corresponding author and will be contacted for all subsequent correspondence concerning the abstract and presentation.
 - The corresponding author must indicate via the submission process:
 - If the abstract is to be considered for oral or poster presentation
 - Any conflict of interests
 - That appropriate Ethics Committee approval was obtained for any clinical or animal research
 - Who is the presenting author and the profession of that person
 - All presenters accepted will be required to register for the conference.
 - It is a condition of submission that if accepted, abstracts will be published in the conference handbook.

FREE PAPER PRESENTATION GUIDELINES

Oral Presentations

- Oral presentations will be 15 minutes in duration plus 5 minutes discussion.
- Times will be strictly enforced by chairpersons - presentations running over 15 minutes will be cut short.
- Presenters are encouraged to practice talks and timing.
- Presentations must be checked by the presenter with the audio-visual technician as soon as possible after registering at the Conference venue.
- Presenters should arrive, introduce themselves to the chairperson and familiarize themselves with the audio-visual facilities including checking their presentation at least 10 minutes prior to session commencement.

Poster Presentations

- Posters will be accepted in any size or format.
- Velcro will be supplied by the Conference organisers.
- Authors must prepare all posters beforehand in a form enabling easy mounting.
- All posters must be mounted by the author during an allocated time period prior to the beginning of the poster display, and removed by the designated time.
- Posters should be typed in clear bold print that can be easily read from distances over one metre with the title displayed in block capitals of minimum size 25mm (1") at the top of the poster. The title should also display the names of the author(s) and the institution(s) of origin.
- Remaining contents may be displayed in columns (usually 3 columns).
- Contents should contain the study purpose/objectives, methods, results and conclusion(s).
- Illustrations should be professionally drawn (hand drawn material will not be accepted).
- All contents should be simple and not overburdened with detail - "minimising detail maximises information transfer".
- Authors must attend their poster for a designated period for informal discussion with conference registrants and judges.
- Authors may provide handout material relating to their poster.

ABSTRACT REVIEW PROCESS

All abstracts will be reviewed independently by three separate individuals. If there are any grievances associated with the review process these should in the first instance be raised with the abstract coordinator Elizabeth Treasure. If the grievances remains unresolved it should be forwarded to the conference convenor for resolution.

When you have submitted your abstract, you will receive an email confirmation.