



Abstract Instructions

Authors are invited and encouraged to submit an abstract for consideration by the Conference Committee. Abstracts will be accepted by email until 31 January 2012. Please read through the following instructions before you submit your abstract.

To submit your abstract for the 2012 National Allied Health, Technical and Scientific Conference you are required to provide the following:

- the full contact details of a key contact (the Submitting Author)
- details of the abstract, including abstract title, names and affiliations of authors/co-authors
- preferred presentation type (paper or poster)
- select the conference theme into which your presentation best fits
- key words
- audiovisual requirements
- biography of the presenting author(s).

Apart from the abstract title, these details are **NOT** to be included on the abstract itself.

Abstract submission/formatting requirements

The following material is required before you enter the abstract submissions site:

Submitting Author: a key contact, who is also an author of the abstract being submitted and preferably a presenter of the final paper, if accepted. This key contact is referred to in all ensuing instructions and text as the Submitting Author.

Full contact details: the Submitting Author will be the only person to receive correspondence concerning the submitted abstract. Only one Submitting Author per abstract can be entered. Co-author details, if applicable, must be entered separately on the abstract submissions site.

Email address: for the Submitting Author. This needs to remain valid throughout the abstract and paper submission process. If at any stage the Submitting Author details change, including the email address, please ensure that they are updated as soon as possible by emailing Di.Peers@waikatodhb.health.nz

Abstract formatting: Please submit the abstract outline as a Word (.doc) document of no more than 250 words. Do not include the names and affiliations of authors. These details are entered separately on the submissions website. As the abstracts are blind reviewed, it is important that there are no author or organisation connections. To ensure consistency in formatting, all abstracts must meet the criteria specified in the guidelines for the submission/formatting of abstracts.

Abstract title: must be provided where indicated on the abstract submission site.

Presentation type: please indicate if you wish your paper to be considered for presentation as a:

- **paper** (written paper before the Conference plus oral presentation at the Conference)
- **poster** (visual display and possible networking opportunities at the Conference)



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Theme: each abstract must be matched to a Conference **theme**.

Author titles, names and affiliations: of all authors as indicated on the abstract submissions site. Please indicate which author/s will be presenting the final paper. **Do not** include any author details on the abstract itself.

Audiovisual: Please note that a lectern, microphone, data projector and laptop PC will be provided. If you have any other requirements please email stella.ward@cdhb.health.nz for consideration of your request.

The laptop PC will have Windows XP Pro with Office 2003 for PowerPoint data projection. Presenters are required to supply their presentation on either CD-ROM, or portable USB drive.

Biography: is required for each presenting author (of no more than 50 words each). Biographies will be published in the Conference Handbook and used by Session Chairs as presenter introductions. Biographies of co-authors not presenting are not required.

Change of details: Any changes to author details, contacts, abstract changes, requirements, biographies etc must be emailed to Di.Peers@waikatodhb.health.nz

The cut-off date for abstract submissions is **31 January 2012**.

All abstracts will be read as part of a blind selection process. Submitting an abstract does **NOT** guarantee that your paper will be accepted.

Notes

- Accepted presenters will be expected to register as delegates for the Conference (excludes invited speakers) and to be available at the time scheduled by the organising committee.
- Co-authors and co-presenters are acceptable.
- Any sources of funding/commercial support associated with the submission must be acknowledged.
- Work that has been previously presented must be acknowledged as such in the application.
- Accepted abstracts must subsequently be provided as papers or presentations to the Organising Committee for publication within the Conference proceedings.
- Accepted presentations must follow the same outline as the submitted abstract.
- The Organising Committee reserves all rights and its decisions are final.