



## Abstract Submission Guidelines

### ABSTRACT SUBMISSIONS EXTENDED

#### Key Dates:

- **Early Bird Registration Close:** 11.59pm Australian Eastern Standard Time (AEST) Wednesday 14 May 2025
- **Abstract Submissions Close:** 11.59pm Australian Eastern Standard Time (AEST) Friday 23 May 2025
- **Abstract Outcomes Advised:** Monday 02 June 2025

#### General Requirements:

- All submissions must be in English.
- Abstracts should not have been published in any English language medical or nursing peer reviewed journal and should not have been presented at more than one meeting from which such publications arise. Studies with substantial changes in methodology and/or with substantial additional data may be submitted, presented, and published a second time, but rewritten abstracts on the same study should not.
- Only the Presenting Author must submit the abstract.
- All communications regarding your abstract submission will be sent to the email address you enter when submitting. We recommend that the email address belongs to the main author who will be presenting at the Conference.
- The Program Committee reserve the right to reallocate your presentation type as they deem necessary. For example, if you've nominated your abstract to be considered as an oral presentation, the Committee may reallocate to a poster. You will be updated of this at the notification stage.
- Poster presenters may be required to present up to a 5-minute rapid fire presentation. If this is the case, you will be notified closer to the event.

#### Format and Fonts:

- Abstracts MUST be submitted in Microsoft Word format (.doc or .docx)
- Abstracts are limited to a maximum of 250 words. The title, author lists and affiliations do not count towards the word count.
- Title in BLOCK CAPITALS throughout.
- Text should be single spaced throughout, in Arial 10-point font.
- Text should not contain subheadings, underlines or bold type.



- Author(s) name(s) (title, first name, surname). Underline the surname of the lead/presenting author.

### Format and Fonts

- Affiliation(s), state and country of origin.
- One line space prior to text commencement.

### Abstracts Structure and Content:

- Abstracts shall contain brief but complete statements of: Introduction, Objectives, Methods, Results, Conclusion(s).
- Abstracts are limited to a maximum of 250 words. The title, author lists and affiliations do not count towards the word count.
- Abstracts containing graphs, diagrams, or complex tables will not be accepted. Simple tables are acceptable.
- References are not to be included.
- Any abbreviations must be spelt out on first use. The template lists the font details for the abstract.
- The text should not contain statements alluding to results or conclusions not presented in the text; abstracts stating "will be discussed", "will be described" or "will be presented" will be rejected.
- Abstracts should be written in the past tense, stating what was done, not what is being, should or will be done.
- Use only standard abbreviations ("Uniform Requirements for Manuscripts submitted to Biomedical Journals")
  - Nonstandard abbreviations should be kept to a minimum and defined in parentheses in the text.  
No more than 2 non standard abbreviations should be used and should only be used to replace words appearing 4 times or more in the text.
  - Use International System of Units except for pressure; use cmH<sub>2</sub>O or mmHg with kPa units in brackets (optional).
- Acknowledgment of supporting institutions may be made at the end of the text.