



ABSTRACT GUIDELINES

In order for your presentation to be considered, abstract guidelines must be followed as closely as possible. Please ensure that the presenting author completes the abstract submission. Abstracts must be submitted by the deadline of **Sunday 5 May 2019 AEST**.

CONFERENCE THEMES FOR PRESENTATIONS

We encourage submissions for all priority populations and disease areas of Sexual Health and HIV, and related infections/retroviruses. In deciding on the theme to submit a presentation under consider who your target audience are. Practice-based abstracts are welcomed in all themes – consider whether your project is a good example of the translation of research into practice.

1. **Basic Science, Biology, Resistance and Pathogenesis**
2. **Clinical management and Therapeutics**
3. **Prevention, Epidemiology and Health Promotion**
4. **Social, Political and Cultural Aspects**

PRESENTATION TYPE

Presentation Type	Time Allocation	Explanation
RESEARCH-BASED ORAL PRESENTATION	12-minute presentation and 3 minutes question time OR Rapid-Fire 3 - minute presentation and 2 minutes question time	Oral presentations on original research findings, case studies, completed projects and theoretical analyses. Presentations should be well structured, rigorous and demonstrate a novel contribution to knowledge.
PRACTICE-BASED ORAL PRESENTATION	12-minute presentation and 3 minutes question time OR Rapid-Fire 3 - minute presentation and 2 minutes question time	Oral presentations analysing issues and solutions to problems in clinical practice, community engagement, education, health promotion and policy. Presentations should be well structured, rigorous and demonstrate a novel contribution to knowledge and practice.
POSTER PRESENTATION	Permanently displayed during the Conference	Posters will be displayed within the exhibition and catering area. A number of top ranked posters in each theme may be allocated to a poster tour.
CASE PRESENTATION BREAKFAST	12 minutes presentation and 3 minutes question time	These presentations will take place in the case presentation breakfast.
MULTIMEDIA PRESENTATION	Multimedia presentations will be viewed in between sessions.	Presentations should be in video format. They are to be a maximum running time of five minutes. Presentations will be shared post conference on the website so consent will be required for all persons appearing in photographs/videos/power point.

ABSTRACT PREPARATION GUIDELINES FOR ALL PRESENTATIONS

All abstracts must:

- Use Arial 12 point type only
- Use single spacing only
- Format - Microsoft Word (.doc) file only
- Leave one line between paragraphs
- Specify all abbreviations in full at the first mention, followed by the abbreviation in parentheses, thereafter abbreviation only should be used
- Be written in English
- Check abstract thoroughly for spelling and grammar
- Do not include references

Note there are two abstract Template Options;

- Research-Based Abstract Template
- Practice-Based Abstract Template

All abstracts must include:

TITLE: in **BOLD** at the top of the abstract

AUTHORS:

- Principal author to appear first
- Underline the name of the author who will be presenting the paper
- Use surname followed by initials (do not use full stops or commas between surname and initials)
- Omit degrees and titles
- Include affiliations for each author. Use superscript numbering *after* the author's name to indicate affiliations

RESEARCH-BASED ABSTRACT: maximum 300 words, with following headings:

- Background: study objectives, hypotheses tested, research questions or description of problem
- Methods: methods used or approach taken (e.g. study population, data collection methods, statistical analyses and/or theoretical approach)
- Results: in summarised form, must include data (e.g. statistics or qualitative data) but do not include tables, graphs or pictures. include results/outcomes and results of statistical tests such as p values, odds or hazard ratios and confidence intervals.
- Conclusion: describe the main outcomes and implications of the study. Highlight the novelty of findings, how they contribute to evidence-based practice and what steps are being taken to put the research into practice.

PRACTICE-BASED ABSTRACT: maximum 300 words

Submissions may use the Background/Methods/Results/Conclusion format from the Research-Based Abstract or the following headings:

- Background/Purpose: describe the problem and outline the project or policy aims
- Approach: outline the main components of the project or policy
- Outcomes/Impact: Include concrete observations and findings of the social community or political impact of your work based on completed or ongoing work
- Innovation and significance: Explain why your project or policy is unique and of significance, including why this project or policy is an important response to current HIV-related health priorities

Note: If the body of the abstract is more than 300 words it will be sent back to be revised. A *sample abstract is available on the website*. The 300 is not inclusive of the disclosure of interest.

DISCLOSURE OF INTEREST STATEMENT:

The Australasian Society for HIV, Viral Hepatitis and Sexual Health Medicine recognises the considerable contribution that industry partners make to professional and research activities. We also recognise the need for transparency of disclosure of potential conflicts of interest by acknowledging these relationships in publications and presentations.

For an example of a disclosure of interest statement please see below

The Melon Institute and Metabolism Corp are funded by the University of Oxbridge, UK. No pharmaceutical grants were received in the development of this study.

Note: If accepted into the program you will be requested to include a disclosure of interest slide into your presentation or include such statements in your poster.

SELECTION CRITERIA

Research-Based Abstracts will be favoured at review if they incorporate:

- Completed rather than future work (Outline data as known at the time of submission however other studies that have final results may be prioritised for presentation)
- Original data of high quality.
- An analysis that extends existing knowledge
- Clarity of methodology, analysis and presentation of results
- Specific rather than general findings
- Highlight steps that take research into practice

Practice-Based Abstracts will be favoured at review if they incorporate:

- A project or policy change that is new, innovative and/or of high impact
- A project that has been successfully implemented (either completed or ongoing)
- An analysis of the project or policy change that extends current thinking or ideas
- Clarity about the evidentiary basis for the project
- Clarity with which the project purpose, approach, impact and significance has been described

In balancing the program the committee may require authors to present their work in an alternate format (e.g. as a poster rather than oral presentation).

Note: We encourage abstracts based on Indigenous issues be presented by Indigenous persons, or an Indigenous co-presenter be included. If this is not possible, please include some information as to whether any member of the indigenous community in which the research is based was involved in development of the research protocol or in conducting the research.

ABSTRACT SUBMISSION

Abstracts must be submitted electronically through the online abstract submission site. You will be required to enter:

- Preferred theme
- Preferred presentation type
- Authors' names (indicate presenting author and contact details - address, telephone and email). Note: Abstract presenters will be required to fund their own attendance at the conference and should not submit an abstract if this is not possible. Scholarships are available and preference will be given to those who do submit abstracts, however authors should ensure they are able to fund their own travel if need be
- Authors' affiliations
- Abstract title
- Abstract as a word document (maximum 300 words) plus a disclosure of interest statement
- Short biography of presenter (maximum 50 words). This information will be used by the session chair for introduction purposes and may be published in conference literature
- Special audio visual requirements

Please contact the Conference Secretariat if you are unable to lodge your abstract via the website or if you have any queries. By submitting an abstract all authors agree to release the licence to the Conference organisers and give permission to publish the abstract in the conference handbook and on the website and, in so doing, certify that the abstract is original work. It is assumed by our conference reviewers and committees that appropriate ethical approval has taken place for your submission.

CONFERENCE REGISTRATION

Abstract presenters will be required to fund their own attendance at the conference and should not submit an abstract if this is not possible.

Notification of status will come in July 2018. All presenters (including posters) will be required to register for the conference by **Sunday 31 August 2019**. It will be assumed that any presenter not registered by this date has withdrawn from the program and their abstract will be removed from the handbook.

Disclaimer: The committee may place your presentation within another theme while developing the best fit sessions.

GIPA acknowledgement for the HIV & AIDS research community – successful presenters will be requested to adhere to this requirement

Requirement 1: If your research is about HIV&AIDS and involves gathering data, lived experiences, biological samples or other aspects from the bodies or lives of people living with HIV and our participation as people living with HIV has influenced your work, we encourage you to consider and build upon the sample text provided as an acknowledgement of the role that people living with HIV have played in the response to HIV at the beginning of any presentation of your work. Examples below:

Example 1: “I want to begin my presentation by thanking the people living with HIV who have participated in this research. Our fight for HIV is indebted to people living with HIV both past and present.”

Example 2. “I want to begin by acknowledging and thanking the people living with HIV who have generously participated in this research.”

Requirement 2: When developing your presentation, we also request that presenters outline how your work has had/ can have a positive impact on the community including key population groups (e.g. Aboriginal & Torres Strait Islander peoples, People who Inject Drugs, CALD) and what steps are being taken to take the research into practice.