

Abstract Guidelines for All Presentations

SUBMISSION DEADLINE: 13 May 2024

- All submissions must be completed electronically via the online submission facility.
- You will be required to upload the abstract at the same time through the online site.
- All abstracts must be prepared according to the guidelines provided. Abstracts will only be accepted and published if submitted using the supplied template/s.
- Abstracts submitted from people who are affiliated with tobacco, alcohol or gambling entities will not be reviewed or accepted. This includes, but is not limited to, individuals who have ever accepted any sponsorship, grant or any other form of support, whether financially or otherwise; or entered into any form of association with the tobacco, e-cigarette, alcohol or gambling industries, including but not limited to tobacco, alcohol or gambling companies, e-cigarette companies, manufacturers, distributors, retailers, and tobacco- or e-cigarettes, alcohol, or gambling venues, companies, manufacturers, distributors, retailers, and related industry-funded research bodies.
- All abstracts must be original work.
- An abstract can be submitted if the work has been or is to be published in a scientific journal or presented at a major national or international meeting prior to APSAD Canberra 2024, where the content has been significantly changed or updated as to be a different abstract. Already published/presented work must be declared at the time of submission, failure to disclose this information will result in the abstract being rejected. Acceptance is at the discretion of the Scientific Advisory Committee (SAC).
- An abstract must contain sufficient information so that if published it will be a complete report independent of presentation. **The text should not contain statements alluding to results or conclusions not presented within the text.**
- Abstract submission acknowledges consent for publication of the abstract in the conference handbook, on the conference website and in the conference proceedings publication – *Drug and Alcohol Review* APSAD Conference Abstract Supplement.
- The presenting author will be required to register for the conference in order to ensure their abstract(s) is included in the final program. **Deadline for presenting author registration is 12 August 2024.**
- There are a limited number of oral and poster positions, priority will be given to original submissions containing data. There is no limit to the number of abstracts that may be submitted by an individual. Splitting of a body of work into multiple abstracts is discouraged and consolidation into one abstract is preferred. The SAC reserves the right to limit the number of oral presentations per author to encourage presentation diversity.
- The Conference Secretariat will not be held responsible for abstract submissions not received via the website or for submission errors caused by internet service outages, hardware or software delays, power outages or unforeseen events. If you have any issues with your online submission, please contact the Conference Secretariat at apsadconference@ashm.org.au or phone: +61 458 291 166 for assistance.
- When submitting your abstract details via the online portal, you must indicate your preferred presentation type:

FORMAT	TYPE	LENGTH	DESCRIPTION
ORAL PRESENTATIONS	Research	10 minutes	Abstracts on original research findings, case studies, completed projects and theoretical analyses. Presentations should be well structured, rigorous and demonstrate a novel contribution to knowledge. Please use the Research Based Oral Abstract Template.
	Practice Based /Service Delivery	10 minutes	<p>Abstracts analysing issues and solutions to problems in clinical practice, policy, community engagement, education, and health promotion.</p> <p>Presentations should be well structured, rigorous and demonstrate a novel contribution to knowledge.</p> <p>This option allows you to report on projects that are not research-driven but are critical reflections on policy and practice, including clinical practice, community engagement, education, health promotion, and service delivery. In all cases we are looking for analyses and projects that are completed and have concrete results to report.</p> <p>The practice-based abstract template asks delegates to describe the analysis and arguments used, and then specify outcomes, results and implications for policy and practice. We encourage our community, nursing, policy, health promotion and other colleagues to try the template and submit abstracts.</p> <p>Please use the Practice Based Oral Abstract Template.</p>
	5 Minute Oral	5 minutes	<p>5-minute Oral presentations allow for a succinct overview of findings. These could be presentations of original research, clinical practice, community engagement, education, health promotion and policy. This presentation type could be used for case studies, clinical perspectives, new services, and consumer viewpoints.</p> <p>These presentations do not require the same rigorous research basis. Research and practice abstracts must be submitted using the relevant oral abstract template.</p>
VISUAL PRESENTATIONS	Poster	<p>Permanently displayed during the conference.</p> <p>Presenters must stand with their posters during the dedicated Poster Sessions.</p>	<p>Posters are a key component of the APSAD Conference offering an interactive platform for delegates to view and discuss achievements, ideas, and developments face-to-face.</p> <p>Posters are ideal for data that works better visually, projects and research being proposed or currently in progress, systematic reviews, meta-analysis, case studies, divisional projects, or clinical topics.</p> <p>All posters will be available on the conference website and in the app.</p> <p>Please use the Poster Abstract Template.</p>

**GROUP &
INTERACTIVE
PRESENTATIONS**

Presenter Symposium	60 mins <i>Suggested timings:</i> <ul style="list-style-type: none">– 10 min/presentation– 5 min discussant– 15 mins discussion	<p>Symposia provide an opportunity to present on a common topic or theme from multiple standpoints or disciplines, to provide a coherent flow for discussion and bringing new insights.</p> <p>Symposia should be submitted on ONE template and not as separate presentations. Each submission must include a Chair, Discussant (if different from the Chair), state the aim, and describe the interactive element of the symposium.</p> <p>Please note: All symposia submissions will be automatically considered for individual oral / poster presentations if they are not selected for a symposium.</p> <p>Please use the Presenter Symposium Abstract Template.</p>
Panel Symposium	60 mins	<p>Panel Symposia provide an opportunity to engage a group in an interactive discussion.</p> <p>Panel Symposia should include a clear description of the topic to be discussed and outline how the discussion will be managed between the panellists and between the panellists and the audience.</p> <p>Please use the Panel Symposium Abstract Template.</p>
Workshop	30 - 60 mins	<p>Workshops are interactive information /training sessions and should facilitate discussion, and engage with the participants.</p> <p>Lecture-style presentation should be kept to a minimum, workshops are a facilitation exercise. Consider the participants' objectives and the desired learning outcomes, i.e. What is being taught, or what is the specific skill development?</p> <p>Workshop presenters must provide an outline of the structure/plan for the session, including learning objectives and how they will minimise presenter talk and maximise participant hand on experience and discussion /interaction.</p> <p>Abstracts that do not fit the above requirements will not be considered.</p> <p>Please use the Workshop Abstract Template.</p>

ABSTRACT GUIDELINES

All abstracts must:

- Be prepared in Arial 11-point type only on the appropriate APSAD CANBERRA 2024 TEMPLATE. The document must not be password protected or read-only as this may result in your abstract failing to upload successfully
- Single spacing should be used.
- Format - Microsoft Word (.doc or .docx) file only.
- Start each paragraph on a new line.
- Specify all abbreviations in full at the first mention, followed by the abbreviation in parentheses; thereafter, the abbreviation only should be used. Do not use abbreviations in the title. Only include an abbreviation in the abstract if it is used at least twice after the first mention.
- Abstracts must be original and written in English with Australian spelling.
- Abstracts must NOT have a header or footer on the page.
- Download the appropriate template for your submission.

All abstracts must include:

- Title should appear in bold in sentence case at the top of the abstract.
- Principal author to appear first.
- Underline the name of the author who will be presenting the paper.
- All authors must be listed with their first name, any initials and surname, with commas between each name.
- Omit degrees and titles.
- Include affiliations/organisation for each author (i.e., department, institution, city, country). Use superscript numbering after the author's name to indicate affiliations.
- Include the presenter's email address.
- Choose which subheadings work for your abstract and delete the subheadings not being used.

Body of Abstract:

- Maximum length is 300 words (excess words may not be printed) per presentation.
- Content must include the study's objectives, methodology (if relevant), a summary of results and conclusion.
- Present your work as a structured abstract using the appropriate subheadings included on the template.
- Do not use the carriage return (Enter) at the end of lines within a paragraph.
- References should be indicated in the text using numbers inside square brackets (e.g. [1] and included as a list following the abstract. The style of the references should follow the style of the Journal, which is Vancouver, i.e., numbered. All citations mentioned in the abstract must be listed in the reference list, and the reference list may not include works not cited.
- Tables and figures can be included with abstracts and must be cited in the abstract text. The abstracts themselves must be in text, not table format.

Presenters are encouraged to include information on the *Implications for Practice or Policy*, including—where relevant—how the research, program or policy impacts on diverse and/or priority populations. If you choose to do so, you will be granted an additional 50 words to answer this.

Note: Your abstract will not be accepted if it does not conform to the guidelines.

TERMINOLOGY

We expect all presenters to be aware of and understand the potential of language to be stigmatising. The following resources provide best-practice guidelines for a person-centred approach.

- [NUAA & NADA Language Matters](#)
- [Girra Maa Aboriginal and Torres Strait Islander Peoples Top 10 Tips for Terminology](#)
- [ACON Trans-Affirming Language Guide](#)
- [PWDA Language Guide: A guide to language about disability.](#)

DISCLOSURE OF INTEREST/ETHICAL STATEMENT

APSAD 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/ethical statement please see below:

BS has received funding from Metabolism Corp. No pharmaceutical grants were received in the development of this study.

If there are no conflicts of interest, please write 'None to declare'.

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.

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.

All presenters will be required to register for the conference by **12 August 2024**. It will be assumed that any presenter not registered by this date has withdrawn from the program and their abstract will be removed and allocated to another speaker.

The link to the online registration submission system is available on the conference website.