



## **ANZA-SIDM 2021 Improving Diagnosis Conference**

### **Abstract Guidelines for Oral and Poster Presentations**

Abstracts are welcomed from all disciplines and groups involved in the diagnostic process including medicine, surgery, radiology, pathology, nursing, paramedics, allied health, patients/consumers, medical education, quality and safety managers, medical indemnity providers, psychology, linguistics, and sociology.

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 **11:59PM AEST 22 August 2021**.

As the conference is being run in a virtual format this year, this could mean that your presentation will be delivered as one of the following:

- Pre-recorded presentation with live Q&A at the end of the session
- Pre-recorded, no live Q&A – i.e. On Demand
- Poster presenters will have the opportunity to provide the PDF file and a 3-minute pre-recorded video. Slides can be included.

All abstracts should report original, previously unpublished work. Although abstracts may reflect work previously presented elsewhere, the work should not be published prior to the conference dates. Work currently under peer review with an anticipated publication date after 19 November 2021 may be submitted. Because of copyright law, a submitted abstract may not be identical to a previously published abstract. There is no limit on the total number of abstracts submitted by each presenter. However, if one author submits more than one abstract about the same data set, the abstracts should be substantially different.

Oral Presentations	7 minutes presentation time plus Q&A	Oral presentations may be scientific abstract or applied innovations (see further explanations below). Where possible, presentations with a similar theme will be grouped together
Poster Presentations	Permanently displayed during the Conference	Posters can present research in progress, case studies or clinical topics. A poster viewing session will take place for delegates to discuss the posters with their authors

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).

All submitters will be notified of their acceptance status in September 2021.

## Submission Types

Type	Explanation
<b>Scientific Abstract</b>	Scientific abstracts should report the results of original research related to diagnostic safety, quality and error in medicine and must contain quantitative or qualitative data. Each abstract should be 400 words or less, have a descriptive title, and the following 4 sections: background, methods, results, and conclusion; may include 1 table or figure.
<b>Applied Innovations</b>	Applied Innovations should describe innovative programs addressing diagnostic safety, quality and error in medicine that have been piloted or implemented. These abstracts should include information that allows session attendees to evaluate the replicability of such programs at their institutions. This category is intended for descriptive abstracts and more rigorous evaluations of programs can be submitted in the Scientific Abstract category. Any type of innovation are acceptable, including those related to practice management, educational programs, use of health information technology, etc. Each abstract should be 400 words or less, have a descriptive title, and the following 4 sections: statement of problem, description of the intervention or program, findings to date, and lessons learned; may include 1 table or figure.
<b>Clinical Vignette</b>	Clinical Vignettes should be cases or scenarios that highlight actual or potential examples of diagnostic excellence, conundrums, or diagnostic error, and have educational value for a wider audience. They should also include a brief discussion of the relevant scientific literature. Each vignette should be 300 words or less, have a descriptive title, and the following 3 sections: learning objectives, case information, and discussion; may include 1 table or figure. These are to be presented as a poster.

### Review Process and Selection Criteria

All submitted abstracts will be reviewed by researchers and experts in diagnostic error, ranked in relation to other submissions within the same category, and rated on the basis of originality, appropriateness of methodology, clarity of presentation, and implications for research, education, or clinical practice. Submissions in all 3 categories are eligible for poster presentation; the top-ranked Scientific Abstracts and Applied Innovations will be selected for an oral presentation.

### Abstract Preparation Guidelines for all Presentations

All Abstracts must:

- Use Arial 12 point type only
- Use single spacing only
- Format – Microsoft work (.doc or docx.) file only
- Leave one space 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 (will not be amended by conference secretariat)
- Do not include references
- Do not include a header or footer

## All Abstracts must include:

1. **TITLE** in **BOLD** and **UPPERCASE** at the top of the abstract

2. **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 affiliation for each author. Use superscript number *after* the author's name to indicate affiliations

3. **Body of Abstract:** maximum words (refer to themes above, Scientific and Applied innovations 400 words, Clinical Vignettes 300 words) with headings specified above.

4. **Disclose of interest statement:**

Please include disclosure of interest statement in your abstract for any contributions received to this work.

**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.

## Abstract Submission

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

- Preferred submission type
- Preferred presentation type
- Authors' names (indicate presenting author and contact details - address, telephone and email).
- Authors' affiliations
- Abstract title
- Abstract as a word document 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
- Audio visual requirements.

By submitting an abstract all authors agree to release the license to the Conference organisers and give permission to publish the abstract in the conference handbook, website, application, USB etc. and in so doing certify that the abstract is original work.

**Note:** If your abstract does not conform to the guidelines, including if it is over the word limit, it will be returned to the submitting author to revise.

## 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 (including poster presenters) will be required to register for the conference by Thursday 4 November 2021. 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.

## VIRTUAL PROGRAM

The ANZA-SIDM 2021 virtual program will be mainly comprised of live sessions, synchronised presentations and on demand content.

**Live programmed sessions:** These presentations will be presented live to the virtual audience either webinar style, pre-recorded, or as a live stream with the support of a professional AV team will have live Q&A for delegates to submit questions during the presentations. This means the speakers in these sessions must be available online to participate in the live Q&A/discussion. A moderator will direct the submitted questions to the speakers.

**Pre-recorded On Demand:** Sessions are pre-recorded but can be viewed in their entirety any time a participant selects it within the virtual platform, these sessions have no Q&A.

**Pre-recorded synchronised sessions:** Simulate a live event, in that they start at a scheduled time and run in real time just as if it were a live presentation. An attendee who arrives late will enter mid-presentation based on the time it started. These sessions will also have live Q&A. The speakers in these sessions must be available online to participate in the live Q&A/discussion. A moderator will direct the submitted questions to the speakers.

Abstract sessions will be a mix of pre-recorded On Demand and synchronised sessions.

## REQUIREMENTS

All speakers must have access to the following:

- Laptop or computer with web camera access
- Laptop or computer with quality audio capabilities
- Must have high quality internet connection
- Adhere to any pre-recording deadlines as advised
- Attend a platform rehearsal i.e. practice of logging in, showing screen etc.

The conference secretariat will provide all necessary documentation and instructions for participating in the virtual conference to ensure all speakers are confident in using the virtual platform technology and are able to participate effectively in virtual conference.

## CME COMPLIANCE

All educational materials used in live programs and enduring formats must adhere to the following requirements:

- For oral presenters, please include a slide at the beginning of your presentation stating your learning objective(s).
- For poster presenters, please include a learning objective(s), in easily readable font, on the poster.
- Educational materials that are part of a CME activity cannot contain any advertising, trade name, or product-group message.
- Use of product brand names is not permitted.
- Use of trademarks or registered service marks for any organization without their permission (except for clinical citations) will not be permitted.
- Use of company slides is not permitted.
- Objectivity and fair balance means that recommendations or emphasis must fairly represent, and be based on, a reasonable and valid interpretation of the information available on the subject (e.g., "On balance the data support the following ..."). A balanced view of therapeutic options also means that no single product or service is over-represented in the educational activity when other equal but competing products or services are available for inclusion.

- For slide presentations and print materials, each slide or key teaching point must state the kind of trial that demonstrates the data being discussed. Slides are not required to state, for example, "Level 1 evidence" (although it is acceptable to include it), but slides are required to include a statement, for example, "Systematic review of 35 RCTs..." or "Case-controlled trial..." that supports what is being discussed and presented within each slide. This is a conventional approach in the tradition of evidence-based medicine and may be viewed at the Oxford Centre for Evidence-Based Medicine.

#### **CONFLICT OF INTEREST**

- All presenters are required to disclose any potential conflicts of interest.
- For oral presenters, please include a slide at the beginning of your presentation stating potential conflicts of interest or stating "No Conflicts".
- For poster presenters, please include a statement at the bottom of your poster, in easily readable font, stating potential conflicts of interest or stating "No Conflicts".
- Presenters must promote improvements or quality in healthcare and not a specific proprietary business or commercial interest.