



2nd Australasian Viral Hepatitis Elimination Conference

Abstract Guidelines for Oral and Poster Presentations

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 **Sunday 7 April 2019**.

Conference Themes for Presentations

Three abstract sessions will be held within the conference. Themes for each of the sessions have been identified although subject to change based on submissions. When submitting you will be required to choose which setting your work is based in.

1. Alcohol, Drugs and Mental Health Settings
2. CALD, Aboriginal and Torres Strait Islander settings
3. Policy, service delivery and research settings.
4. Other

Reviewers that are experts in each of these fields will be sourced and allocated to each submission.

Types of Presentations

Authors should state a preference for one of the following and address the abstract to one of the conference themes above. The timings allocated to each presentation is subject to change and dependent on the number of submissions and the degree of complexity in each submission.

| Presentation Type | Time Allocation | Explanation |
|--|--|---|
| Oral Presentations | Standard Oral - 12 minutes presentation and 3 minutes question time OR Rapid Fire - 3 minutes presentation and 1-minute 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 Presentations | Standard Oral - 12 minutes presentation and 3 minutes question time OR Rapid Fire - 3 minutes | Oral presentations analysing issues and solutions to problems in clinical practice, community engagement, education, health promotion and policy. Presentations should be well structured, |

| | | |
|---------------------------------|--|--|
| | presentation and 1-minute question time | rigorous and demonstrate a novel contribution to knowledge |
| Poster Presentations | <p>Permanently displayed during the Conference</p> <p>High ranking posters – Poster Tour</p> | <p>Posters can present research in progress, case studies, divisional projects or clinical topics. A poster viewing session will take place for delegates to discuss the posters with their authors. Highly rated posters will be awarded a presentation in a poster tour.</p> |
| Multimedia Presentations | <p>Multimedia presentations will be viewed in between sessions.</p> | <p>Presentations should be in video format. They are to be a maximum running time of five minutes.</p> <p>Presentations will be shared post conference on the Australasian Viral Hepatitis Elimination Conference website, so consent will be required for all persons appearing in photographs/videos/power point.</p> |

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 templates available to use – Research or Practice-Based

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 affiliations for each author. Use superscript numbering after the author's name to indicate affiliations

3. **Body of Abstract:**

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 and how they contribute to evidence-based practice.

PRACTICE-BASED & MULTIMEDIA ABSTRACTS: maximum 300 words

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

- **Background/Approach:** outline objectives or description of problem and approach taken
- **Analysis/Argument:** outline the main arguments and analysis.
- **Outcomes/Results:** Include concrete observations and findings, based on completed work
- **Conclusion/Applications:** describe the main outcomes and applications to practice. Highlight the novelty of the analysis and how it contributes to evidence-based practice.

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-word limit does not include the disclosure of interest.

4. Acknowledgement of affected communities in Viral Hepatitis Elimination

Requirement 1: If your research is about viral hepatitis elimination and involves gathering data, lived experiences, biological samples or other aspects from the bodies or lives of people living with viral hepatitis and our participation as people living with viral hepatitis 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 viral hepatitis have played in the response to viral hepatitis 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 Viral Hepatitis who have participated in this research. Our fight against Viral Hepatitis Elimination is indebted to people living with Viral Hepatitis both past and present.”

Example 2. “I want to begin by acknowledging and thanking the people living with Viral Hepatitis 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.

5. Disclosure of Interest Statement:

Please include disclosure of interest statement in your abstract for any contributions received relevant to this work. Please see example below:

“The Australasian Society for HIV, Viral Hepatitis and Sexual Health Medicine recognise 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.”

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

Abstracts will be favoured at review if they incorporate:

- Completed rather than future work (i.e final results)
- Original data of high quality.
- An analysis that extends existing knowledge
- Clarity of methodology, analysis and presentation of results
- Specific rather than general findings

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). The final allocation of time per oral presentation will also be determined at program build stage.

Note: We encourage abstracts that are 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. Where possible this applies to other population groups as well.

Abstract Submission

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

- Preferred theme
- Preferred presentation type
- Authors' names including the abstract submitter as the 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
- Specific 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 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 300 words in length, 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 **Sunday 26 May 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.