

## Abstract Terms and Conditions

Please read this information carefully before submitting an abstract. When submitting your abstract, you will be asked to indicate whether it is a scientific (Original research) or non-scientific abstract (Case study, literature review, clinical audit etc). Please read this document so you are clear about each of these types. By submitting an abstract you have agreed to these terms and conditions.

### *For Scientific Abstracts:*

The abstract must be structured under the following headings: Objectives, Methods, Results, Discussion/Conclusion and References.

### *For Non-Scientific Abstracts:*

The abstract should describe a situation, a problem or a practice with adequate reasoning and evidence to support a point of view. For commentary, it is not necessary to provide headings. Case studies must be structured under the following headings: Introduction, Case Presentation, Management and Outcome, and Discussion.

## Presentation types

Authors will also be required to indicate their preferred presentation format when submitting an abstract. They are required to select **Oral**, or **Poster**.

*Oral presentations* will be 15 minutes (12 minutes + 2 minutes Q&A + 1 minute for introduction). Longer presentation formats are also available. Requests for a longer presentation should be sent to [conferences@asmirt.org](mailto:conferences@asmirt.org) so these can be considered by the scientific program committee. Decisions will be dependent on relevance to the conference and session and time availability.

*Posters* will be presented as physical posters in 2024 using the design concept as in previous years, allowing delegates to more easily identify the content and outcomes of the work and thus allow for more engagement and efficient learning outcomes. Please choose the Poster template provided however, your poster **MUST** contain a QR code linking to additional information, research data or your abstract. If your abstract is accepted as a Poster, you will be encouraged to be available for a Q&A session during one or more of the program breaks.

View an informative video on creating a winning Poster [here](#).



## General

- You grant ASMIRT non-exclusive rights to publish, reproduce, distribute and store the abstract.
- Research, audit or quality improvement (QI) projects involving humans and animals must comply with ethical standards both nationally, Australian Code for Responsible Conduct of Research (2018), and internationally, such as the Declaration of Helsinki. Authors must also comply with research and QI ethics guidelines from their local human research ethics office.
- In order to ensure the integrity of the double-blind review process, **please remove any mention of hospital/university/workplace from your abstract and title.**
- Patients reported in case studies must be de-identified. Authors must also comply with the hospital's policy of obtaining permission from the patient or their carer.
- Trade names cannot be mentioned in the title. However, trade names in brackets will be accepted in the body of the text.
- If the author(s) have any commercial interests or associations that might pose a conflict of interest regarding this submission, they must be declared at the end of your abstract submission.
- If accepted for presentation, the commercial interest or association must be declared on the title slide or the slide immediately following the title slide.
- The author is responsible for the accuracy of the abstract.
- Authors may submit more than one paper.
- Abstracts should use the [Vancouver style of referencing as used by JMRS](#).
- Unsure who should be included as an author on your abstract? Please follow this [link](#) for clarification.

## Abstract Format

- Abstracts must be uploaded into the text box through the presentation portal in the abstract submission system. Please note there is a **special characters keyboard** available for your abstract and references.
- The total length of the abstract should be up to 250 words.
- Speaker bios should be entered, written in the third person, and are limited to 100 words.
- One graph, table, figure or supporting image can be uploaded at the time of abstract submission if it is essential for the overall understanding of the abstract.
- References should be included if they support the abstract. These references are not included in the 250 word count and must be directly cited in the abstract using the Vancouver referencing style as used by JMRS. <https://guides.lib.monash.edu/citing-referencing/vancouver2022-introduction>
- Abbreviations should be defined at first mention.
- Please ensure that your abstract does not contain spelling, grammatical or scientific errors. No corrections are possible after your abstract has been submitted for review, unless requested by the reviewer/s.
- The abstract will be reproduced as submitted, though ASMIRT reserve the right to make small alterations to grammar and compliance with publication styling.
- Once an abstract has been successfully submitted you will receive a confirmation email. We encourage you to keep a copy of the abstract you submitted for your reference.

## After the Submission

The reviewers will judge the abstracts using some or all of the following criteria (please see marking rubric):

- relevance to the conference theme/s
- standard of reporting and English language
- clarity and readability of the abstract
- title reflects the content of the abstract
- methodology is suitable for the objectives

- point of views are supported by reasoning and evidence
- conclusions confirmed by objective results
- complying with ethics standards
- scientific value
- potential clinical value
- originality and novelty of the work

Please refer to the [abstract marking rubric](#) for further detailed information regarding each of these criteria.

Using the email address provided during submission, the submitting author will be notified as to whether or not their abstract has been accepted. If accepted, authors will also be informed as to whether their presentation will be a Poster or an Oral presentation. Specific dates and times of presentation will be provided ASAP, once the program is completed.

Submitting authors will be notified early December 2023 of their acceptance to present at the conference and will be required to confirm by mid December 2023 that they will attend the conference and present their presentation.

If you need to withdraw your abstract, a written statement reflecting the reasons for this decision must be sent to: [conferences@asmirt.org](mailto:conferences@asmirt.org).

## Review and Selection

Abstracts will be double blind reviewed by a panel of experts selected by the Scientific Program Committee.

Selection will be based on the abstract review scoring criteria. The decisions of the review process are final and cannot be disputed.

## Speaker Registration

A condition of abstract acceptance is that at least one of the presenting authors must register to attend as a full delegate and pay the appropriate registration fee by **Monday 29 January 2024**. Should one of the presenting authors not register by this time, the presentation may be removed from the program. A co-presenter is permitted on the basis that they have registered for the day of their presentation. Where there is more than one presenter, it is important that the presentation time is strictly adhered to, so enough time is available for questions.

## Publication Policy

All abstracts accepted for presentation (Oral or Poster) will be published in the official abstract book of the conference. It is envisaged that this will be through a JMRS ([Journal of Medical Radiation Sciences](#)) abstract supplement and will be available through the Conference online system. As this is published in JMRS you need to ensure that local and international ethical standards are complied with.

## Recording of Presentations

All presenters agree to have their presentation recorded and applicable resources available through the Australian Society of Medical Imaging and Radiation Therapy (ASMIRT) online systems. This agreement is non-exclusive and royalty-free. Presenters/authors agree that the content is theirs to share and that ASMIRT is not responsible for the content of the material presented.

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Any authors / presenters who are unable to commit to this need to email [conferences@asmirt.org](mailto:conferences@asmirt.org) with the reason for this, and request consideration for an exemption. Any exemptions granted will be confirmed in writing.

### **Privacy**

By submitting an abstract presenters give permission for their name, bio and image (if uploaded) to be available through the Conference App / online system, and in delegate or sponsor lists.

### **Plagiarism**

ASMIRT regards plagiarism as serious professional misconduct. If plagiarism is identified, the abstract and any other abstracts submitted by the same author will be rejected.

