RESEARCH PRESENTATION SUBMISSION GUIDELINES

KEY DATES

Abstract submission deadline	Thursday 3 October 2024
Notification to authors	Wednesday 4 December 2024
Deadline for confirming participation	Monday 13 January 2025
Early bird/speaker registration deadline	Monday 13 January 2025
Audiology Australia 2025 Conference	Tuesday 1 – Friday 4 April 2025

These guidelines are for Research Abstract submissions only. If you would like to submit a proposal for the 'Clinical Presentation: Our Work in Action' stream, please download the Clinical Presentation guidelines from the conference website.

PRESENTATION TYPES

Research presentations should describe original research conducted by the authors.

Research abstracts should clearly outline the studies aims, methodology, results and conclusions. There must be a clear 'so what' factor included in your presentation that advises delegates how the research can be utilised in clinical practice settings.

ORAL PRESENTATION

An oral presentation delivered by one presenting author live at the conference. Accepted abstracts will be allocated either a standard oral presentation (12 minute presentation + 3 minute Q&A) or rapid fire presentation (5 minute presentation + 3 minute Q+A) during the review process. Session time and duration will be confirmed in the acceptance letter.

Abstracts not selected for Oral Presentations may be eligible for a Poster Presentation.

POSTER PRESENTATION

All Poster Presentations will be prominently displayed in the Exhibition Hall. Full instructions on the format and display of posters will be detailed within acceptance notifications and sent to the nominated presenting authors. Poster presenters will also be invited to pre-record a short 3-minute video speaking to their poster that will be made available to delegates via the Online Conference Portal.

All poster presenters will also be allocated to a poster session where they are required to be available to discuss their work and answer any questions from delegates.

LEARNING LABS

Learning Labs provide presenters with the opportunity to work with a small group of delegates (max 60), ensuring high quality outcomes and knowledge translation. Learning Labs **MUST** be interactive, encourage discussion and have a direct hands-on participatory component that can be completed by attendees.

If your abstract is accepted, the AudA Events team will work with you to help facilitate your ideas for interactive activities.

The standard time for a Learning Lab is 60-90 minutes; session time and duration will be confirmed in the acceptance letter.

COMBINED SYMPOSIUM PRESENTATION

Combined presentation by 4 – 6 individual presenters, submitted by one presenter on behalf of the group and under one common theme. We strongly encourage submissions from multidisciplinary teams (i.e. ENTs, Psychologists, Data Scientists, Engineers, Speech Pathologists etc), and/or multisite teams (different universities, research or clinical organisations) and that include both research and clinical presentations.

If you would like to submit a symposium presentation that includes clinicians and researchers, please use the Research Presentation Submission Portal for your submission.

Symposium Presentations should describe original research or clinical studies conducted by the authors. There must be a clear 'so what' factor included in your presentation that advises delegates how the information can be utilised in clinical practice settings.

Please ensure all information relating to each individual symposium presentation is included in the one document.

The allocated time per symposium will range between 60-90 minutes and will be confirmed in the acceptance letters.

CATEGORIES

You will be asked to select one of the following categories to best describe the topic of your presentation. These categories are used to group abstracts for review purposes, if your abstract doesn't fit into one of these, please select 'other' from the list in the submission portal:

(Re)habilitation and Counselling: Auditory training, communication strategies training, speech reading training, and counselling topics such as informational/educational counselling, personal adjustment counselling, and psychosocial support for all ages, app rehab, awareness and access of support services.

Aboriginal and Torres Strait Islander Ear Health: Services, outreach initiatives and health promotion strategies tailored to Indigenous communities.

Academic & Clinical Education: Clinical education or clinical supervision, clinical educator and supervision training, and other topics specific to mentoring or peer-peer training within the profession. Innovative teaching methods, accreditation, online training and simulations.

Audiology and Otology: Ear health issues, wax management, foreign bodies.

Electro/physiology: Elicitation and interpretation of auditory-evoked potentials (ECochG, Screening ABR, Diagnostic ABR, VEMP, NRT, MLR, CAEP, MMN, ASSR), OAE, immittance measurements, somatosensory-evoked potentials used in intraoperative monitoring and neuro-imaging.

Ethics, Policy and Advocacy and Leadership: Ethics and ethical practice, autonomy, legislation, governmental affairs and funding changes, NDIS, advocacy business/value proposition of audiology services (e.g. hospital and community health) and other topics of concern to the profession as a whole.

Hearing Loss Prevention: National guidelines, recreational and occupational hearing loss prevention programs, hearing protection, effects of sound exposure, and noise-induced hearing loss and systemic/population level influences.

Hearing Technology: Hearing aids, Implantable devices, Apps, assistive listening devices, personal amplifiers, t-coils, tele- loops, and/or hearing aid to assistive device coupling.

Humanitarian and global audiology: Work that relates to international progress, WHO recommendations and work in developing countries or locally with humanitarian intentions.

Infants and Paediatrics: Diagnosis, assessment, management, counselling and support, education particular to infants, children and adolescents including but not limited to language, social and emotional development, education and learning and comorbid health conditions.

Innovations in Practice and Technology: New practice models, innovative products and how to manage in a disrupted environment, telehealth, Trends in health & service delivery.

Interdisciplinary Work: Mental health, cross referrals and working together with other health care professionals.

Neuro-Audiology: Assessment, treatment, and research of auditory hallucinations, auditory processing disorders, auditory neuropathy spectrum disorders, auditory cognition, and hearing and balance involvement with traumatic brain injury and neurodegenerative diseases.

Older Adults: Diagnosis, assessment, treatment, and/or issues particular to older adult populations, including but not limited to aging and cognition, elder abuse, aging and memory, and aging and motor skills.

Other: All topics that do not fit into another category.

Practice and Clinic Management: Operational aspects of all practice settings including but not limited to: staff hiring and supervision, sustainability and business models, marketing, implementation of best practices, developing protocols, and coding and billing.

Rural and Remote: Accessibility issues in remote and regional areas, education, Aboriginal and Torres Strait Islander Ear Health.

Tinnitus and Hyperacusis: Assessment, treatment, and research of tinnitus and hyperacusis, including topics related to LDL, MCL, residual inhibition testing, pitch and loudness matching, minimum masking level, and questionnaires.

Vestibular: Assessment, treatment, and research of vestibular disorders, including topics related to ocular VEMP, VOR, VSR, ENG, VNG, and functional balance, vestibular and motor control – physios and OTS practice.

Working Age Adults: Diagnosis, assessment, management, and/or issues particular to working age adult populations, including but not limited to employment and workplace issues, social, emotional and relationship changes and comorbid health conditions.

BEFORE SUBMITTING

Please read through the following information regarding the abstract submission process.

- Abstracts must be submitted through the online portal in Microsoft Word format using the Audiology Australia 2025 Conference abstract templates. Please leave headings as indicated and in the same order.

- Submissions may be a maximum of 300 words (including headings and references).

- A brief summary is also requested, which may be a maximum of 40 words.

- Abstracts must be submitted in English.

- All abstracts must be original work.

- The abstract must contain text only; no diagrams, illustrations, tables or graphics are to be included in submissions.

- If applicable, authors and/or presenters must declare conflicts of interest when submitting.

- Presenting Authors must supply a short biography (maximum 100 characters).

- The National Conference Program Committee reserves the right to accept and decline abstracts for inclusion in the program and allocate to a presentation type that may not have been initially specified by the author/presenter. The National Conference Program Committee also reserves the right to alter presentation times.

- Audiology Australia will not be held responsible for submission errors caused by internet service outages, hardware or software delays, power outages or unforeseen events.

- It is the responsibility of the presenting author to ensure that the abstract is submitted correctly.

- Where there are co-authors, only one abstract is to be submitted. The submitter is responsible for ensuring the co-authors agree with and are aware of the content before submitting the abstract.

- An abstract which does not adhere to these requirements may not be considered or accepted.

- Presenters/contributors are responsible for arranging and paying their registration, travel and accommodation.

- Submitters/Presenters will receive notification of the outcome of their submission from Wednesday 4 December 2024.

- Presenters must register for the conference by Monday 13 January 2025, or the presentation may be removed from the program.

SUBMITTING AN ABSTRACT

You must complete all the following steps to successfully submit an abstract:

1. **Download and complete the relevant abstract template**

These templates are for Research Abstract submissions only. If you would like to submit a proposal for the 'Clinical Presentation: Our Work in Action' stream, please download the Clinical Presentation guidelines from the conference website.

Learning Lab Template

Combined Symposium Template

Oral Presentation (Research) Template

Poster Presentation (Research) Template

2. Create a new account in the Research Presentation Submission Portal

Please create a new account in the Research Presentation Submission Portal, where you will need to select a preferred email address and create a password.

3. Enter your contact details

To begin the submission process you must first provide the contact details of the abstract submitter, which is done on the 'Contact Details' tab. After you have completed your contact details, additional tabs will appear that will enable you to submit your abstract.

4. Submit your abstract

The presenting author must complete the submission process for submitting an abstract.

Select the **'Abstract Submission'** tab and review the instructions. Please note, abstracts submitted without using the correct abstract template will be returned for correction.

You will need to provide the following information in the submission portal before you upload your abstract:

- The abstract title

- Preferred presentation type

- Category

- All author names and affiliations

- Presenting author biography (maximum 100 words)

- Short Description (To be used to describe your session to delegates, 40 words maximum)

- *Learning Labs only* – Description of how your presentation will be interactive and hands on.

  Once these steps have been completed, select **'Submit Your Abstract'** to upload your abstract file. If this button does not appear for you, please ensure you have completed the previous steps correctly.

You can choose to save your abstract as a draft at any time by selecting the **'Save As Draft Abstract'** button. If you would like to delete or edit your submission, please contact the Audiology Australia Events Team via events@audiology.asn.au or telephone 03 9940 3900.

Once your abstract has been successfully submitted, you will receive a submission confirmation email. **Please note, if you do not receive this email it means that your abstract has not been submitted. It is your responsibility to ensure you have entered all information correctly in the abstract portal.** To complete any missing information, select the **'Edit Abstracts'** tab in the abstract portal and submit your abstract.

Abstract submissions close on Thursday 3 October 2024.

NOTIFICATIONS TO AUTHORS

Abstract notifications will be sent out on Wednesday 4 December 2024 to all submitters to advise if your abstract has been accepted into the program. Presenters must accept their offer to present and register to attend the Audiology Australia 2025 Conference by Monday 13 January 2025 or their presentation may be removed from the program.

For any questions or concerns, please contact the Audiology Australia Events Team via events@audiology.asn.au or telephone 03 9940 3900.