

## Call for Abstracts Guidelines

The organising committee of the New Zealand Association for Simulation in Healthcare (NZASH) invites authors to submit abstracts for presentations within the spectrum of health simulation research and innovation. Submissions are sought for oral, round table, workshop, and poster presentations.

**WORKSHOPS - Closing date for *Workshop* abstract submissions is Wednesday 20 March at 5.00pm.**

**Notification of acceptance will be by email by end of March, this is to ensure information is available for workshop selections as part of the conference registration.**

**ORAL, POSTER, ORAL OR POSTER, ROUND TABLE - Closing date for *Oral, Poster, Oral or Poster, Round Table* Abstract submissions is Wednesday 14 August at 5.00pm.**

**Notification of acceptance will be by email by early September.**

Abstract submissions are due at the early date to allow appropriate notification time for funding prior to early bird close. Note all presenting authors must register and pay for their attendance at the conference.

### General Information

Your submitted abstract will be considered by the scientific committee for presentation. You will be advised whether your submission has been selected for oral or poster presentation, or if your abstract has been declined by early September. The committee reserve the right to ask for amendments to your abstract to improve readability prior to acceptance.

**We offer the following presentation types:**

- Oral
- Poster
- Oral or Poster
- Round Table
- Workshop

All submission are welcome and we encourage abstracts within the conference themes:

#### **SimEnable**

Enabling health professionals in delivering best care simulation

Themes include:

design thinking and innovation  
development, preparedness and programme growth  
delivery and debriefing  
discovery, impact, output and studies

### Submission Conditions

- All abstracts will be peer reviewed
- All presenting authors must register and pay for their attendance at the conference

- If accepted, a condition of submission is all abstracts will be published in the conference app.
- Presenters are responsible for providing any handout material.
- Abbreviations may be used but must be spelt out in full at the first mention followed by the abbreviation in parentheses.
- Abstracts previously presented at national or international meeting may be accepted. If a research abstract has been presented previously, authors must disclose this.
- Workshops and posters that have been presented previously are welcome.
- Submissions will be assessed on content, quality, and relevance to the themes of the meeting.

### Eligibility

Abstracts previously presented at national or international meetings may be accepted. If a research abstract has been presented previously, authors must disclose this. NB: Workshops and posters that have been presented previously are welcome.

### Registration

All presenters, other than those specifically sponsored, or those advised by the Conference Convenor as being registration fee exempt, are required to register for the conference, for at least the day of their presentation.

### Peer Review

All abstracts will undergo a peer review.

Submissions will be assessed on content, quality, and relevance to the themes of the meeting. Works in progress are welcome.

### The Submission Process

Completed abstracts for the NZASH conference are to be submitted electronically by following the instructions provided online.

1. Go to [the conference website](#) then Call for Abstracts
2. Click on the 'Submit your Abstract' link when your abstract is completed and ready to send.
3. When you click the 'Submit your Abstract' as above, you will be taken to a screen to start the submission process.
4. You will be asked to provide the following accompanying information:
  - I. **Submitters contact details**
  - II. **Abstract title and Presentation Type** - Oral, poster, oral or poster, roundtable, workshop (please note that the conference committee reserve the right to determine the final presentation method)
  - III. **Abstract Format** – Research, Educational initiative
  - IV. **Details of presenting author** – Title, first name, last name, department, institution, email address
  - V. **Presenting author biography** (up to 50 words)
  - VI. **Abstract Upload** – abstracts must only be uploaded in 'word' document format
  - VII. **AV Requirements**
5. Email confirmation of your abstract submission will occur at the time of submission. If you do not receive confirmation, please contact Rachelle Bertram from ForumPoint2 Conference Partners [rachelle@fp2.co.nz](mailto:rachelle@fp2.co.nz).

Standard audio-visual equipment will be available: data projector, PC laptop and sound system (if required) and will be running PowerPoint, lectern and microphone. Please note that OHP and slide projectors will not be provided.

**[www.nzash.co.nz](http://www.nzash.co.nz)**

For further information contact:

ForumPoint2 Conference Partners

Tel: +64 21 027 27073

Project Coordinator | Rachelle Bertram

E | [rachelle@fp2.co.nz](mailto:rachelle@fp2.co.nz)

## **Presentation Type Guidelines**

### **Oral Presentation**

- This “traditional” format offers the least opportunities for interaction so please plan for at least 5 minutes of the time to be set aside for questions and answers.
- Oral Presentations will be 20 minutes in duration (15 minutes with 5 minutes questions)
- PowerPoint is the preferred medium for presentations.

### **Poster Presentation**

- Poster presentations will be on display for the entire conference.
- Posters should be A0 portrait (1189mm high x 841mm wide). The poster panels will be Velcro receptive and measure 2300mm high by 1200mm wide.
- Submitters of accepted posters will be offered the opportunity to participate in an oral poster synopsis session.

### **Round Table Presentation**

- Round table presentation will be 60 minutes in duration.
- A combination of short presentations with discussion focused on the conference theme
- At the start of a session each of the 3 presenters at the table will offer a 10 minute presentation followed by 15 minutes of discussions and feedback.

### **Workshop Presentation**

- Workshop presentations will be 90, 60 or 45 in minutes duration – Please Note on your abstract submission your preference
- This is a short, focused, interactive session. This format allows presenters to share their understanding / expertise and for participants to apply their new learning. Participants therefore need to participate – activities etc. and this timeframe allows enough time for interaction.
- Conference facilities encourage the utilisation of practical simulation equipment.

**RESEARCH ABSTRACT** (must be submitted on provided template)

**Title**

- The title should summarise the abstract and convince the reviewers the topic is important, relevant, and innovative
- Maximum of 20 words
- Written in upper case and bold

**Authors/Presenters**

- Written in sentence case
- List the authors and institution affiliations as described in the template
- Name format - Surname followed by initial. *Do not* include middle name
- Titles, degrees and awards should *not* be included
- The presenting author should be indicated by an asterisk

**Institution/Affiliations**

- Institution, City, Country (only authors outside of New Zealand are requested to include country)
- Written in sentence case and italics, as described in the template.

**Body of Abstracts** – no more than 250 words, *do not* include bullet points, tables, diagrams or graphs.

- **Link to a conference theme**
- **Aims**
  - Describe the expected learning by the participants by the end of the session.
- **Background**
  - Discuss the background of the subject.
- **Method**
- **Results**
- **Conclusions**
- **References**

**If presenting about research/evaluation use the headings**

- Title:
- Link to conference theme:
- Introduction / Background:
- Aim / Objective:
- Methods:
- Results:
- Discussion:
- Conclusion:

**If presenting about new learning, teaching or assessment practices or other innovations or educational challenges relevant to others:**

- Title:
- Link to conference theme:
- Induction / Background:
- Aim / Objectives:
- Discussion:
- Issues / Questions for exploration or ideas for discussion

**Conflicts of interest**

- All authors must indicate that they do/do not have a financial interest/arrangement or direct affiliation with a corporate entity that has a direct interest the subject matter of the abstract.
- Harvard or APA referencing may be used.

**EDUCATIONAL INITIATIVE ABSTRACT THAT SHARE PRACTICE** (must be submitted on provided template)

**Title**

- The title should summarise the abstract and convince the reviewers that the topic is important, relevant, and innovative
- Maximum of 20 words
- Written in upper case and bold

**Authors/Presenters**

- Written in sentence case.
- List the authors and institution affiliations as described in the template.
- Name format - Surname followed by initial. *Do not* include middle name.
- Titles, degrees and awards should *not* be included.
- The presenting author should be indicated by an asterisk.

**Institution/Affiliations**

- Institution, City, Country (only authors outside of New Zealand are requested to include country).
- Written in sentence case and italics, as described in the template.

**Body of Abstracts** – no more than 250 words.

- **Link to a conference theme**
- **Aims**
  - Describe the expected learning by the participants by the end of the session.
- **Background**
  - Discuss the background of the subject.
- **Intervention or activity**
- **Outcomes**

**Conflicts of interest**

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**ROUNDTABLE PRESENTATION GUIDELINES** (must be submitted on provided template)

- Roundtable presentation will be 60 minutes in duration.
- A combination of short presentations with discussion focused on the conference theme
- At the start of a session each of the 3 presenters at the table will offer a 10 minute presentation followed by 15 minutes of discussions and feedback.

Your abstract *must* include the following information:

**Title**

- The title should summarise the abstract and convince the reviewers that the topic is important, relevant, and innovative
- Maximum of 20 words
- Written in upper case and bold

**Authors/Presenters**

- Written in sentence case.
- List the authors and institution affiliations as described in the template.
- Name format - Surname followed by initial. *Do not* include middle name.
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- The presenting author should be indicated by an asterisk.

**Institution/Affiliations**

- Institution, City, Country (only authors outside of New Zealand are requested to include country).
- Written in sentence case and italics, as described in the template.

**Indication of content and focus for the 10 minute presentation**

**Conflicts of interest**

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**WORKSHOP PRESENTATION GUIDELINES** (must be submitted on provided template)

- Workshop presentations will be 90 minute or 60 minute or 45 minute duration
- This is a short, focused, interactive session. This format allows presenters to share their understanding / expertise and for participants to apply their new learning. Participants therefore need to participate – activities etc. and this timeframe allows enough time for interaction.
- Conference facilities encourage the utilisation of practical simulation equipment.

Your abstract *must* include the following information:

**Title**

- The title should summarise the abstract and convince the reviewers that the topic is important, relevant, and innovative
- Maximum of 20 words
- Written in upper case and bold

**Authors/Presenters**

- Written in sentence case.
- List the authors and institution affiliations as described in the template.
- Name format - Surname followed by initial. *Do not* include middle name.
- Titles, degrees and awards should *not* be included.
- The presenting author should be indicated by an asterisk.

**Institution/Affiliations**

- Institution, City, Country (only authors outside of New Zealand are requested to include country).
- Written in sentence case and italics, as described in the template.

**Specific objectives of the workshop**

**Rationale for the workshop**

**Intended target audience**

- For example - instructors to develop their skills, managers to improve operations, or mixed audience.

**Optimal experience level of participants**

- For example – beginner/novice with 1-3 years' experience.

**The approximate timetable**

- For example – session activities, sequence of events, time allotments, and an estimate of the total time allocated to hands on activities.
- Please state whether your workshop is suitable for a 90, 60 or 45 minute duration

**Conflicts of interest**

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