



CALL FOR PROFFERED PAPERS and POSTERS – GUIDELINES

The Organising Committee invites you to submit an abstract for the New Zealand Sexual Health Society 45th Annual Conference 2024. Abstracts of a general sexual health theme will be considered.

The closing date for abstract submission is 5.00pm Wednesday 31 July 2024.

General Information

The Organising Committee will review submitted abstracts. Authors will be informed about the acceptance of abstracts by the end of August 2024.

Abstracts are required for all presentations and must be original and evidence based. The Organising Committee encourages first time presenters to submit an abstract. Health promoters are strongly encouraged to consider presenting their work.

There will be two formats for presentations:

Oral Presentations

Presentation of original work; time slots of 10 minutes for the delivery of oral papers, with a further five (5) minutes allocated for discussion.

Poster Presentations

Posters will be on display for the duration of the conference. The poster panels will be velcro-receptive and measure 1.2m wide by 1.95m high. Your poster should be AO portrait size (841mm wide by 1189mm high). The poster should be laminated and the text should be of sufficient size for easy reading at a distance of one metre.

Submission Regulations

We will endeavour to accommodate all presentations, however if we are overwhelmed by offerings, the organisers reserve the right to select or reallocate to a different presentation format or reject. Abstracts which do not meet the guidelines as outlined here may be disqualified. Abstract text will be included in the conference app exactly as submitted, please check your abstract carefully before submitting.

Please use the abstract template provided to ensure that the abstract contains the following:

1. Abstract title

Title should be **BOLD, IN CAPITAL LETTERS AND NO MORE THAN 90 CHARACTERS.**

2. Authors/presenters

Upper and lower case

Show last name and initials only

Title, degrees and awards should not be included

The name of the presenter should be underlined

3. Institution, city, country* of all authors/presenters

Upper and lower case and italics

*Authors from outside NZ are requested to include country.

4. Body of abstract

Upper and lower case

Tables and figures are permitted

The body of the abstract must be no longer than 250 words, excluding title, author/s and institution/s

All abstracts that exceed the word limit will be returned for amendment.

Please Note: The abstract must contain sufficient information and results to enable the committee to assess the abstract properly. **Priority will be given to abstracts which support the conference theme and/or the Aotearoa Statement.**

Conflicts of interest: Each presenter will be asked to disclose any conflicts of interest.

Condition of submission: If accepted, the abstracts will be published in the conference handbook and uploaded to the New Zealand Sexual Health Society website after the conference.

Submission Information

1. All abstracts must be submitted using the Microsoft Word abstract template provided.
2. Please save this template to your computer and use it to prepare your abstract.
3. Please complete one form for each abstract submitted.
4. Please use Calibri font in size 11 point, and single spaced and left aligned
5. All abbreviations should be defined after the first use of the word. Avoid using new abbreviations.
6. The abstract should be written in English and be no longer than 250 words text (excluding title, authors and affiliations and keywords).
7. Avoid jargon and remember that the conference audience is made up of people from a wide variety of backgrounds and disciplines.

The Submission Process

1. Go to www.nzshsconference.org then Call for Proffered Papers.
2. Click on the Presentation Portal "log in" button when your abstract is ready to send.
3. When you click the "log in" button you will be taken to a screen from which the submission process starts. Please read the instructions carefully.

Receipt of abstracts submitted online will occur at the time of submission, with an electronic receipt including an abstract reference number, which should be quoted in all correspondence. If you do not receive confirmation please contact Paula Armstrong, email: paula@fp2.co.nz

Accompanying Information

1. **Your preferred presentation format:** Oral or poster. Please indicate whether you are prepared to have your abstract considered for a poster presentation if it is not accepted for oral presentation.
2. **The stream you wish to be considered for:**
 - Basic science, epidemiology or clinical
 - Education, health promotion or community engagement
3. **A short biography of the presenting author:** You will be required to include a short biography (50 words max) of the presenting author
4. **Would you like your presentation to be considered for the:** Margaret Sparrow Prize or Oliver Davidson Prize or Tony Rennie Award.

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.

For further information contact:

ForumPoint2 Conference Partners Tel: 027 649 2081
Project Manager: Paula Armstrong | E: paula@fp2.co.nz