

Independent Health and Aged Care Pricing Authority (IHACPA) Abstract Submission Guidelines

The IHACPA Conference Scientific Committee invites authors to submit an abstract of original work for consideration as an oral presentation at the IHACPA Conference 2023.

Summary of abstract submission instructions

Please read through the submission instructions listed below before preparing your abstract:

Step 1: Read the **general policies and requirements** for the submission of abstracts and familiarise yourself with the **selection criteria**.

Step 2: Download the **abstract template** and write your abstract. Save as a **.doc** or **.docx** document to your computer. Please note: abstracts must not exceed the **500** word limit. The word limit relates only to the text of the abstract and **does not** include title, authors and institutions. Please ensure you delete the instructions from the abstract template.

Step 3: Ensure your submission conforms with the **format and layout guidelines** detailed in this document. Template subheadings are provided as a guide to support the submission of abstracts. These are not compulsory sections.

Step 4: Create or login to your account to submit your final abstract. This process is detailed below under "Submitting your abstract". It will be necessary to attach/upload the **.doc** or **.docx** copy of your abstract.

Types of submissions

The IHACPA Conference 2023 will provide two options for abstract submission, all available for submission through the same portal.

1. 15-minute oral presentation (10 min presentation, 5 min Q&A, standard presentation style).
2. Lightning presentation (4 min presentation, 3 min Q&A, one slide only, in the style of the '3 minute thesis')

Topics for submission

Authors must select one of the following topics that their abstract relates to:

- ABF and safety and quality
- ABF and the complex patient
- Aged care perspectives on ABF
- Classifications
- Clinical engagement in ABF
- Coding and documentation
- Costing
- COVID-19, care delivery and ABF

- Data, analytics and benchmarking
- Efficiency and ABF
- Equity and ABF
- Financial risk in ABF
- Funding in rural and remote settings
- Implementing ABF
- Improving efficiency
- Innovative funding models
- International perspectives on ABF
- Patient outcomes and ABF
- Pricing and funding
- Private sector and ABF
- Royal Commission into Aged Care Quality and Safety and funding
- Sustainability in health care
- Value-based care

General policies and requirements

- All abstracts must be original work. An abstract should not be submitted if the work has been or is to be published or presented at a major national or international meeting.
- An abstract must contain sufficient information so that if published, it will be a complete report independent of presentation. The text should not contain statements alluding to results or conclusions not presented within the text.
- Submission acknowledges consent to publication of the abstract in the conference proceedings publication, the virtual conference portal, and via the mobile phone application.
- The presenting author will be required to register for the conference in order to ensure their abstract(s) is included in the final program.
- All submissions must be completed electronically via the online submission facility. If you are unable to submit in this manner, please contact IHACPA Conference at communications.ihacpa@ihacpa.gov.au for further information.
- All abstracts must be prepared according to the **abstract format and layout guidelines** provided below. Abstracts will only be accepted and published if submitted using the supplied template.

Abstract format and layout guidelines

- There is no limit to the number of abstracts that may be submitted by an individual. However, splitting of a body of work into multiple abstracts is discouraged and consolidation into one abstract is preferred.
- Abstracts must not exceed a **500-word limit**. The word limit relates only to the text of the abstract and **does not** include title, authors, and institutions.

- Abstracts must be written in **Arial** type font and **font size 12**. Formatting is preserved (italics, bold, superscripting, subscripting, underlining) and symbol characters (ie \pm , μ , β) may be used.
- Type the abstract title in the field provided on the online submission form. The template will allow a title of up to 25 words in length. The title will be accepted in sentence case only.
- Abstracts must be free of typographical and grammatical errors.
- Abbreviations should be given in brackets after the first full use of the word. Abbreviations may be used in the title, provided the name in full is outlined in the body of the abstract.
- You will be asked to provide a short biography (up to 50 words) and photo with your submission. This photo and biography will be added to the conference mobile phone application and provided to the session chairperson.
- Use single line spacing.
- Add co-authors in the 'Author(s)' section of the submission page. All presenting authors must be indicated at this stage. Please provide a biography for all presenting authors.

Abstract template

Authors must prepare their abstract in advance using the abstract template. All abstracts will be checked and if you don't use the template, your abstract may be declined. Authors must upload the completed abstract via the online form.

Template subheadings are provided as a guide to support the submission of abstracts. These are not compulsory sections.

Abstracts should be written in **Arial, size 12 font** and be justified with single line spacing. The abstract author and title details are to be entered in the online form for automatic inclusion in the abstract upon submission.

Selection Criteria

All abstracts will be reviewed by two independent reviewers. Reviewers will consider whether:

- The ideas are presented clearly and contribute to **advancing wider knowledge or understanding of ABF/casemix**.
- The design of the study is **defensible**, and **clearly linked to the research questions/program aims**.
- Methods to collect, analyse and interpret data are documented (**transparent**), **appropriate** for the type of study, and **rigorous**.
- Abstracts focused on policy or program implementation have a **clear description** of the policy/program's purpose and approach.
- Results/effectiveness are **credible** and supported by evidence.
- The issues presented are **topical** and/or **fit** with the conference themes.

All abstracts will be scored on the following criteria:

1. Interest / novelty to delegates in terms of science, clinical practice, or sector reform and engagement
2. Quality of study, including design, results, analysis and interpretation or questions, context and methods
3. Clarity of expression

Submitting your abstract

- Abstract submissions will only be accepted via the conference website and in the above format.
- If you experience any issues whilst submitting your abstract or would like changes made to the PDF of your abstract, please contact us via communications.ihacpa@ihacpa.gov.au

Notification of acceptance

Notifications of acceptance will be sent via email to the submitting author by **31 May 2023**.

Accepted abstracts will be published in the conference proceedings. The conference will not be held responsible for abstract submissions not received via the website or for submission errors caused by internet service outages, hardware or software delays, power outages or unforeseen events.