

**:: FOCUS24** ..... Conference  
The business of physiotherapy ..... Crown Perth  
31 Oct-2 Nov

# ABSTRACT SUBMISSION GUIDELINES



AUSTRALIAN  
PHYSIOTHERAPY  
ASSOCIATION

# ABSTRACT SUBMISSION GUIDELINES

Submit your abstract now for an opportunity to present!

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## VENUE

Crown Perth  
Great Eastern Hwy, Burswood,  
Perth, WA 6100, Australia

**Submissions open:** Monday 29 January 2024

**Submissions close:** Monday 22 April 2024

**Please read this information carefully before proceeding to the online submission form.**

Submit your abstract online at: [FOCUS24 - Abstract Submission](#)

The Australian Physiotherapy Association (APA) is calling for abstract submissions for FOCUS24–The business of physiotherapy, to be held at Crown Perth from Thursday 31 October to Saturday 2 November 2024.

With our sights firmly fixed on the betterment of our profession, FOCUS24 recognises that we are all in the business of physiotherapy. Whether you are an educator, in leadership, running a practice, in public/private health or providing support to the profession, FOCUS24 will provide an extensive program for you, covering all the hot topics under one roof. The conference theme, sets the foundation for our profession to develop, encourage, lead and break new ground.

When submitting, please ensure you have **something current, new and relevant to share** with your peers. The committee welcomes a mix of **non-scientific research**, **‘How To’ presentations**, and **case studies**. This document provides guidance and information for submitting abstracts for both 15-minute free papers and 30-minute ‘How To’ presentations, both presented in an oral format. Please ensure that you have read these abstract submission guidelines.

## INVITATION TO SUBMIT

Abstracts must be submitted as either:

- **Oral presentation:** 15-minute oral presentation including question time or a ...
- **'How To' presentation:** 30-minute oral presentation including question time and be aligned as per above.

**You may submit up to a maximum of two (2) abstracts only.**

When making your submission consider theme selection and key word guidance below:

Theme
<p>Please aim for relevance to one of the four themes below under which presentations will be classified and select the theme that best fits your presentation.</p> <p><b>Practice:</b> Practical application or use of an idea, belief, or method within how and where we practice physiotherapy.</p> <p><b>Business:</b> Focusing on how, where and why, not what we practice. All the elements that go toward making it profitable, successful, compliant and future ready.</p> <p><b>Management and leadership:</b> Within a physiotherapy business, community setting or workplace.</p> <p><b>Education:</b> Building expert skills in the areas of learning, teaching, placement, supervision and research with a focus on both patient and professional education.</p>

Please be guided and inspired by, but not restricted to, the following key words and phrases:

Key Words/Phrases			
<b>Climate change /Sustainability /Environment</b>	<b>People</b> <ul style="list-style-type: none"> <li>- Mental health/Wellness</li> <li>- Burn out</li> <li>- Retention</li> <li>- Career pathway</li> </ul>	<b>Governance</b> <ul style="list-style-type: none"> <li>- Risk</li> <li>- Data privacy</li> <li>- Policy</li> <li>- Insurance</li> </ul>	<b>Clinical</b> <ul style="list-style-type: none"> <li>- Supervision</li> <li>- Placements</li> <li>- Student readiness</li> <li>- Simulated placement</li> </ul>
<b>Workforce</b> <ul style="list-style-type: none"> <li>- Planning/Shortage</li> <li>- Regional workforce</li> <li>- New generation</li> <li>- Skills framework</li> </ul>	<b>Technology</b> <ul style="list-style-type: none"> <li>- AI/Social media</li> <li>- Data analytics</li> <li>- Robotics/Exoskeletons</li> <li>- Simulation</li> <li>- Cyber security</li> </ul>	<b>Leadership and skills training</b> <ul style="list-style-type: none"> <li>- Public</li> <li>- Private practice</li> <li>- Corporate</li> <li>- Future ready leaders</li> </ul>	<b>Health</b> <ul style="list-style-type: none"> <li>- Public/Private</li> <li>- Not for profit</li> <li>- Financial management</li> <li>- Activity based funding</li> </ul>
<b>Diversity and inclusion</b>	<b>Practice management</b>	<b>Innovation/Future readiness</b>	<b>Value based healthcare models</b>
<b>Allied health debate</b>	<b>Corporate – managing multidisciplinary teams</b>	<b>Culture</b>	<b>Occupational health</b>

The APA encourages submissions including First Nations, Torres Strait Islander and LGBTQIA+ perspectives and from First Nations, Torres Strait Islander and LGBTQIA+ authors.

## KEY DATES

2024 Dates	Activity
29 January	Abstract submissions open
25 March	Early bird registrations open
22 April	Abstract submissions close
22 June	Round 1 submitting authors notified of submission outcomes
15 July	Round 2 submitting authors notified of submission outcomes
19 July	Deadline for authors to decline presentation offer
24 July	Authors contacted with presentation time
12 August	Deadline for all presenters to be registered in order for presentation details to be included in printed materials
30 August	Early bird registrations close
31 October – 2 November	Conference

## ABSTRACT SUBMISSION REQUIREMENTS

By submitting an abstract you agree to the following:

- The title must be no more than twelve (12) words.
- Your abstract must be no more than 250 words (including sub-headings).
- Abstracts must be print ready.
- Acceptance of an abstract does not imply provision of travel, accommodation, or registration for the conference, nor any other costs associated with preparation or presentation of the abstract.
- The presenting author must register and pay to attend the conference by Monday 12 August 2024 AEST.
- You give permission for your accepted abstract submission to be published in the conference handbook and conference app.
- You confirm that the submission has been approved by all authors.

All submitted abstracts will be peer-reviewed by a panel. Accepted abstracts will be allocated in the relevant session/s. This review process allows for a fair and equitable process, building the integrity of the program.

*Please note: You are NOT required to register a delegate in order to submit an abstract. Once accepted the presenting authors MUST register as a delegate prior to Early Bird close on 22 August 2024.*

## PRESENTATION TYPES

**Oral presentations:** 15 minutes including question time at the end of the session.

**‘How To’ presentations:** 30 minutes including question time (not designed to be practical in nature but may include demonstrations or video, answering the proposition of how to do or achieve something within a physiotherapy practice or educational setting.)

## RECOMMENDED FORMAT

**Title:** Must be no more than 12 words.

**Authors and affiliations:** Authors must be listed where indicated in the online submission process and should be presented as first and last name. All affiliations must be listed where indicated in the online submission process and added to the authors as appropriate.

## ORAL PRESENTATION

**Project/Concept description:** Details the significance of the work to physiotherapy particularly leadership and management, practice, education and business. How new is the project/concept? Does it break new ground?

**Relevance to conference themes:** How does the abstract relate to the overall conference proposition FOCUS24-The business of physiotherapy and to the selected theme (Practice, Leadership and Management, Business or Education)?

**Background:** Describe the content of the presentation outlining the study/research/project/business success etc. and how it relates and adds to current knowledge.

**Conclusion/Outcome:** Describe and evaluate the conclusions/outcomes/recommendations based on the presented information.

**Take home messages:** Provide three to five take home messages that can be translated into practice.

## 'HOW TO' PRESENTATION

**Background:** Provide a concise statement which places the 'How To' session in context including any assumptions of participants' prior knowledge.

**Relevance to conference themes:** How does the abstract relate to the overall conference proposition FOCUS24 - The business of physiotherapy and to the selected theme (Practice, Leadership and Management, Business or Education)?

**Aims/Objectives:** State the aim and objectives of the session and a statement of learning objectives in the form of knowledge, skills, techniques/competencies participants should be expected to acquire.

**Take home messages:** Provide three to five take home messages that can be translated into practice.

## REQUIREMENTS FOR ONLINE ABSTRACT SUBMISSIONS

Abstracts will only be accepted online via the conference 2024 website. To ensure that all abstracts are submitted to publishable standard, authors must adhere to the requirements detailed below.

Abstracts that do not adhere to these requirements may not be reviewed or accepted.

Correspondence will be with the submitting author only. The presenting author does not have to be the submitting author, or the first named author listed on the abstract.

**Word limit:** Abstracts will be a maximum of 250 words (not including title/authors/affiliations).

**Biography:** A brief, maximum 100 word biography of the presenting author will be requested during the submission process.



## POST ABSTRACT SUBMISSION

**Confirmation:** Once an abstract is successfully uploaded, an automatically generated confirmation email will be sent to the email address provided on the online submission form.

**Review process:** All submitted abstracts will go through the same review process, with acceptance contingent on the extent to which the abstract meets the topics and theme of the program.

**Notification:** Submitting authors will be notified of the outcome of their submission/s during June/July 2024.

**Final presentation notification:** Submitting authors will be emailed final notification including date of presentation/session details/instructions on how to confirm your registration during July 2024.

**Registration:** Presenting authors are required to register as a delegate by Monday 12 August 2024 for their presentation to be included in the program. Presenters not registered will not be included in the program and the abstract will be withdrawn.

## SELECTION CRITERIA

- Written clearly and concisely
- Title clearly describes the work being presented
- A clear purpose is stated
- Relevance to the nominated conference 2024 themes and key words
- Method/Approach applied appropriate to aims
- Evaluation/Analysis and results appropriately applied and interpreted
- Relevance and implications to physiotherapy clearly expressed

NB. Submissions are NOT required to be research-based, we invite you to share your idea, initiative, skill, concept, achievement, or research.

## REVIEWING/SCORING

The following criteria will be used to score your submission:

**Innovation and significance:** Significance of work to knowledge base of physiotherapy particularly leadership and management, practice, education and business. How new is the project/concept? Does it break new ground?

**Theme relevance:** How does the abstract relate to the conference themes?

**Background:** Is the content of the work clear and appropriate to the topic?

**Conclusion/Outcome:** Are the outcomes/results/recommendations clear based on the presented information?

**Take home messages:** Relevance of the three to five take home messages identified to practice.

## GENERAL INFORMATION

When completing the on-line submission process you will be asked to confirm that you have read and understood the general guidelines/information and the requirements you are expected to fulfil.

1. The conference 2024 language is English and all abstracts and presentations must be made in English.
2. A written abstract must be submitted for each proposed presentation.
3. Abstract submission will only be accepted via the conference 2024 website.
4. The abstract submission site will be open until Wednesday 22 April 2024. Any papers received after this date will not be accepted.
5. It is the author's responsibility to submit a correct abstract. Any errors in spelling, grammar or scientific fact will be reproduced as typed by the author.
6. All submissions should be related to at least one of the nominated themes. Please choose the theme which best relates to the subject of your abstract.
7. Only one presenting author per paper is permitted. Only one author may present the abstract. If no author is available to present the abstract will be withdrawn. Any changes to the presenting author will need to be notified directly to the APA. Changes will be incorporated into the final program if there is sufficient time, but thereafter no further changes will be reflected in the program.
8. Notification of outcome will be sent to the submitting author. Please note that only the submitting author will receive email correspondence concerning the abstract and is responsible for informing all co-authors of the status of the abstract.
9. Speakers are responsible for providing all copyright permissions for material included in their abstracts and presentations.
10. The author presenting the paper must register to attend the conference 2024 and be available to participate in the program at the time scheduled.
11. The scheduling of all presentations will be determined by the Conference Committee to ensure the best fit with the overall conference 2024 program. Any requests for specific dates and times will not be considered.
12. PowerPoint is the preferred format for all presentations.
13. Please note that some sessions may be video recorded by the APA.
14. Accepted abstracts will be published in the conference 2024 electronic abstract book and app.
15. All presentations during conference 2024 must include the same content and follow the same outline as what was submitted.
16. In keeping with APA policy, honorarium, fee or payment of expenses will not be provided for abstract presentations.
17. Any source of funding or support for the work being presented should be acknowledged.
18. All decisions of the Conference Program Committee are **final**.

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**We look forward to receiving your submission.**

For any enquiries please contact [events@australian.physio](mailto:events@australian.physio)