RANZCOG Symposium 2022 Call for Abstracts

Abstracts are invited for Free Communication (Oral) and ePoster presentations for the Royal Australian and New Zealand College of Obstetricians **Symposium 2022** being held 28 February – 1 March 2022, at Centrepiece Melbourne. Abstracts are welcome on any of the areas of interest listed below; **papers must not have been published elsewhere before being presented at the RANZCOG Symposium 2022.**

The deadline for abstract submission is Monday 6 November 2021, 5pm AEST.

Abstracts will be reviewed by the Symposium judging panel and will be selected using criteria such as:

- Content: how does the abstract relate to the wider context of the O&G specialty
- Abstract Design: is the design appropriate for the aims of the abstract
- Scientific Rigour: does the abstract meet and exceed the threshold of scientific rigour
- Written Quality: is the abstract well written and understood
- Originality: is the abstract original in idea
- Delegate Engagement: will it encourage discussion amongst delegates

All papers should be submitted by the person named in the program. All correspondence will be sent to the submitting author by email.

Only one author per abstract can be nominated as the 'presenting author'. Please note that all presenters on the program must register for the meeting and pay the appropriate registration fee by the early bird deadline**.** It will be assumed any presenter not registered by this date has withdrawn their abstract from the program.

Abstracts may be submitted in the following areas of interest:

- General Gynaecology
- General Obstetrics
- Gynaecological Oncology
- Maternal Fetal Medicine
- Obstetrical and Gynaecological Ultrasound
- Reproductive Endocrinology and Infertility
- Urogynaecology
- Women's Mental Health and Wellbeing

KEY DATES:

Wednesday 23 June 2021
Abstract Submission Opens

Monday 12 July 2021
Registrations Opens

Monday 6 November 2021
Deadline for receipt of abstracts

Friday 12 November – Monday 6 December 2021
Abstract review process

Monday 20 December2021
Early Bird Registration Closes

Monday December 13 2021
Authors notified whether abstracts have been accepted

Monday 31 January 2021
Deadline for presenting authors to register

FREE COMMUNICATION

Free Communications will be allocated **10** minutes to present the research. Abstracts not selected for Free Communication may be eligible for ePoster presentation. Please note that following acceptance of an abstract for Free Communication Oral presentation, the abstract shall not be presented to any other scientific body before the **RANZCOG Symposium 2022.**

EPOSTER PRESENTATIONS

Posters will be available for online viewing by all delegates. Full instructions of the format and display of ePosters will be detailed within acceptance notifications sent to nominated presenting authors.

AWARDS AND PRIZES

The presentations will be judged during the **RANZCOG Symposium 2022.**

Prizes will be awarded for the following:

The best Free Communication presentation will receive a cash prize of $500. The prize will be awarded to the highest scoring Free Communication during the Symposium.

All Free Communications will be judged by a panel of experts selected by the Symposium Working Group.

PREPARATION GUIDELINES

1. **Length:** The maximum of the main body of the abstract should be 250 words (i.e. excluding title, authors and institutions).
2. **Title:** The abstract title should reflect the main content and nature of the abstract; do not use abbreviations within the title. The word limit on abstract titles is 25 words.
3. **Structure:** Abstracts must be structured using the following format; any abstracts not following the correct structure may not be accepted.
   a. **Structure of abstract for original research / systematic reviews**
      i. Introduction
      ii. Aims
      iii. Methods
      iv. Results
      v. Discussion
   b. **Structure of abstract for case studies**
      i. Background
      ii. Aims
      iii. Case
      iv. Results
      v. Discussion
4. **Spelling and Grammar:** All abstracts should be written in English and thoroughly checked for spelling and grammar before submission. Use standard abbreviations only; place any unusual abbreviations in brackets after the word appears for the first time within the body of the abstract, abbreviations may be used thereafter.
5. **Layout and Format:**
   a. Each abstract must be prepared in **Microsoft Word. No other formats will be accepted. If you submit in another format, your abstract will be rejected.**
   b. The title of the abstract should be written in title case.
   c. **As abstracts are anonymously reviewed, please DO NOT include authors and affiliations in the abstract document itself. You can enter these details into the relevant fields within the online abstract submission portal.**
   d. Please refrain from using printed enhancements such as italics, under lining, bold text etc. Italics may be used for non-English words or scientific names where necessary.
   e. Figures, tables, charts and graphs are not permitted in the initial abstract submission.
   f. Please ensure results are detailed within the abstract (abstracts must not state 'results will be presented at the meeting') and appropriate statistical tests have been used and reported. Abstracts presented without results will not be accepted.
   g. Sources of funding should be indicated at the bottom of the abstract, as applicable.
   h. Use generic names of drugs, where applicable.

 i. References should be avoided or, if essential, should be kept to a minimum and presented in Vancouver (numbered) style. Note that all references will be included in the maximum abstract length (250 word total).

 j. Please note abstracts may be re-formatted and edited for publication in the program handbook.

6. Changes to Final Abstract

Any necessary changes to your abstract must be made by the final submission date. Edits cannot be accepted after the submission deadline.

SUBMISSION GUIDELINES

All abstracts must be submitted electronically via the online *Abstract Submission Portal* by the presenting author. The online portal can be accessed **here.**

Authors wishing to submit more than one abstract may do so by clicking 'New Abstract' in the Presenter Portal. Please avoid submission of several abstracts generated from the same study.

- Only one author per abstract can be nominated the 'presenting author'. If you are the presenting author and do not register for the **RANZCOG Symposium 2022** you will be deemed to have withdrawn from the program. Authorship is not transferrable to another person.
- All submissions must be accompanied by a maximum 80-word biographical paragraph of the presenting author. Biographical details will be used by the session Chair for introductions purposes and may also be published in Symposium literature.
- Submission of abstracts implies the author's agreement to publish the abstract in the Symposium handbook and other Symposium literature as applicable.
- Abstracts accepted for Free Communication and ePoster presentations may be provided upon request to media outlets promoting a specific presentation. Please note that submission of abstracts implies the author's consent.
- If a study has been presented elsewhere before the **RANZCOG Symposium 2022**, it is not eligible for submission as an abstract.
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GENERAL GUIDELINES

Please note that all accepted presenters on the program must register for the Symposium and pay the appropriate registration fee by **Monday 31 January 2022.**

Please ensure the following required information is available before beginning the online abstract submission process:

- Your contact details.

- The title of your abstract.
- Name and organisation of your co-author/s, if applicable.
- Your (the presenting author's) brief biography (maximum 80 words). Biographies are to be written in full sentences (not dot points) and in **third** person.
- Your abstract prepared in the format specified under *Abstract Preparation Guidelines.* Failure to meet the specified deadlines or guidelines may result in exclusion from the program.

Submission of your abstract/s implies you have read, understood and comply with the *Presenter Terms and Conditions*. These are available to view within the Abstract Submission Portal (online submission facility) at the time of submitting your abstract.

DOUBLE CHECK YOUR SUBMISSION

Once your submission is uploaded correctly, you will receive a confirmation email. If you do not receive this email, your abstract has not been uploaded correctly. The abstract will be found under the 'Edit Abstract' tab and you will need to submit it correctly.

If you have any concerns, please contact the meeting Secretariat by email to **events@ranzcog.edu.au**

ACCEPTANCE NOTIFICATION

Acceptance or otherwise is at the discretion of the Symposium Working Group. Notification will be sent to the presenting author by **Monday 13 December 2021**. Full instructions for accepted presenters will be forwarded on acceptance of the abstract.

FURTHER INFORMATION

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