



ABSTRACT SUBMISSION GUIDELINES

The Australian Institute of Medical and Clinical Scientists (AIMS) organising committee invite delegates to submit abstracts for the National Scientific Meeting, to be held at the Adelaide Convention Centre from the 21 – 23 August 2024.

Key dates

Call for Abstracts Close	Tuesday, 30 April 2024
Notification of Acceptance	Friday, 31 May 2024
Earlybird Registration Closes	Sunday, 30 June 2024

ABSTRACT SUBMISSION

All abstracts must be submitted online. The abstract must be uploaded as a Word document. A sample abstract is available to view in the abstract portal to assist you in following the required format.

There is a maximum word limit in the body of the abstract of 300 words. Abstracts over this limit will be returned to the author to be revised to the word limit.

When submitting an abstract you will be asked to set up an account with a password, which you can then use to submit additional abstracts as well as edit saved draft abstracts until the closing date.

Disciplines for submissions include

Haematology	Endocrinology	Histopathology	Education
Coagulation	Molecular/Genetics	Cytology	Laboratory Management
Transfusion Science	Microbiology	Pre-Analytical	Workforce Development
Clinical Biochemistry	Immunology	Automation	Quality Assurance/Quality Control
Cell Therapy	Flow Cytometry	Other (innovations or areas of interest to Medical Science)	

Abstracts will be selected according to the following criteria

- Originality and interest
- Structure and clarity
- Scientific validity
- Potential significance

INSTRUCTIONS

- Abstracts must be typed in English
- Abstracts must be typed in the required format – please use the Sample Abstract provided
- Word Limit: maximum 300 words in the body of the abstract
- Do not include tables or figures
- If you wish to include QAP data in your abstract you must obtain prior written consent from RCPA Quality Assurance Programs. Please send your request to Mr. Peter Graham at petergraham@rcpaqap.com.au
- Abstracts will be reproduced as submitted by the author with minimal editing
- Abstracts should be thoroughly checked for correct spelling and grammar before finalising the submission
- Please ensure that you include all information requested in the online abstract submission form
- Please indicate if you wish to be considered for an Oral or Poster Award (AIMS Members Only)
- The organising committee reserves the right to decline unsuitable topics

Please note all accepted presenters must register to attend the conference. If you have not registered and paid by **Monday 29 July 2024** your paper may be taken out of the program.

FORMAT AND CONTENT

Word Limit in body of abstract <i>(excludes title, authors, affiliations)</i>	300 words. Do not include tables or figures. Abstracts over 300 words in the body or with tables in the abstract will not be accepted. Your abstract will be sent back to you to reduce to the 300 word limit and remove the tables.
Font Type	Times New Roman.
Font Size	12 point.
Line Spacing	Single.
Title	Uppercase and Bold. Please avoid the use of brand/company names in the title. Left justify.
Author(s) (leave one line space between authors & title)	Initials then Surname. Presenting author is bold and underlined. If more than one author & address, insert a superscript number at the end of the surname after a comma (for each author). Left justify.

Author(s) Address (next line under authors)	Include institution, city, state, postcode and country (do not include department names). If more than one author/address, designate each author's address by a superscripted number before the address. Left justify.
Email address	Insert presenting author's email address. Left justify.
Main body (leave one line space between email address & main body)	<p>The abstract should be an informative document able to stand alone in its content and meaning. The main body should be presented (where possible) under the following headings:</p> <p>Introduction (the study objectives).</p> <p>Methods (a brief statement of methods used).</p> <p>Results (a summary of results, including statistical significance in text; do not include tables or figures. It is not sufficient to say that results will be discussed).</p> <p>Conclusions (a brief but clear conclusion drawn from the results shown). The content must not have been previously published. Use abbreviations with restraint. Terms must be spelt fully the first time they appear. Fully justify.</p>

Abstract acknowledgement

A confirmation email acknowledging receipt of your abstract submission will be automatically emailed to you once you have finalised the online abstract submission process. If you do not receive this confirmation email, please contact Antoniette Lopresto from the All Occasions Group (Meeting Organiser), via antoniette.lopresto@aomevents.com.

Note: If you wish to edit your abstract **note that only 'saved as draft' abstracts can be edited online until the closing date.** To access your draft click the link and sign in with your email and password. Additional abstracts may be submitted in the same portal. Each finalised submission will send a confirmation email.

To make changes to a submitted abstract please contact Antoniette Lopresto from the All Occasions Group (Meeting Organiser), via antoniette.lopresto@aomevents.com.

Please note that all correspondence will be sent to the email address from which the submitted abstract was received.

Authors will be advised whether their abstract/s have been accepted from Friday 31 May 2024.

AUTHORISATION AND PUBLICATION OF ABSTRACTS

By submitting this abstract you are consenting to the publication of your abstract, if accepted, in the Australian Journal of Medical Science. All submissions must complete the Copyright and Conflict of Interest section in the online submission form, as part of the submission process.

Copyright & Declaration of Interest

The author/s assigns copyright to the Australian Institute of Medical and Clinical Scientists (AIMS).

Statements contained therein are the responsibility of the author(s). The corresponding author should sign the Copyright Assignment form on behalf of all the authors of the abstract and return it at the time of abstract submission. AIMS reserves the copyright and renewal of all published material, as agreed in the assignment of copyright, and such material may not be reproduced in any form without the written permission of AIMS.

Declaration of Interest

Definition: A conflict of interest exists where there is a divergence between the individual interests of a person and their professional obligation to AIMS such that an independent observer might reasonably question whether the professional actions or decisions of that person are influenced by their own interests.

Policy on Conflict of Interest at Scientific Conferences and Educational Activities Presentations made at annual scientific conferences or other educational activities and articles published in publications under the control of AIMS shall also be covered by the general principles of conflict of interest such that all authors or presenters must disclose, on the Declaration of Interest form, any affiliation with or financial involvement in, or payments or other assistance in kind from, any organisation with direct interest in the subject matter. The reason for requesting disclosure of possible conflict of interest is not to censure or exclude speakers, but to inform the audience or reader so they may decide for themselves whether or not a presentation is biased. Information from the disclosure will be disclosed to participants but will not be used to exclude speakers or authors from an activity.

ORAL AND POSTER SESSIONS

Oral Presentations

Accepted Oral presentations will be presented over the duration of the Meeting. Each speaker will be allocated 10 minutes of presentation time plus approximately 5 minutes of questions and answer time.

Poster Presentations

It is expected, for in-person delegates, that your Poster be displayed for the entire Meeting.

AWARDS

Oral and Poster Awards

- The Best Oral Presentation Award
- The Best Poster Award
- The Best Research Presentation (oral or poster)

Each award comprises of a two years membership of AIMS. Prizes will be presented during the Closing Ceremony. These awards are open to AIMS members only. Authors must indicate when submitting their abstract if they wish to be considered for an Oral or Poster Award.

Only authors of abstracts who have indicated interest and have been accepted for an oral presentation, will be eligible for the 'Best Oral Presentation' award. These will be judged by members from the Scientific Program Committees on the day of presentations.

Only authors of posters who have indicated interest and have been accepted for a poster will be eligible for the 'Best Poster' award. These will be judged by members from the Scientific Program Committee during the Meeting, on their designated day.