Abstract Terms and Conditions

Please read this information carefully before submitting an abstract. When submitting your abstract, you will be asked to indicate whether it is a scientific or non-scientific abstract. Please access the abstract terms and conditions so you are clear about each of these types. By submitting an abstract you have agreed to these terms and conditions.

In submitting your abstract, you will be guided through the process. One of your first choices is your 'preferred presentation type'. Using a drop down list, you will need to choose from the following:

- ePoster – case study/non-scientific paper
- ePoster – scientific paper
- Oral Presentation – case study/non-scientific paper
- Oral Presentation – scientific paper

Presentation types

Authors will be required to indicate their preferred presentation format when submitting an abstract. They are required to select **Oral** or **ePoster.**

Oral presentations will be 15 minutes (12 minutes + 3 minutes Q&A). Longer presentation formats are also available. Requests for a longer presentation should be sent to conferences@asmirt.org so these can be considered by the scientific program committee. Decisions will be dependent on relevance to the conference and session and time availability.

ePosters will be presented electronically in 2018 and made available for viewing at the conference venue. If your abstract is accepted as an ePoster, you may be requested to be available for discussion during the corresponding moderated ePoster viewing session.

View a winning ePoster from the 2017 conference here.

For Scientific Abstracts:

The abstract must be structured under the following headings: Objectives, Methods, Results, Discussion/Conclusion and References.

For Non-Scientific Abstracts:

The abstract should describe a situation, a problem or a practice with adequate reasoning and evidence to support a point of view. For commentary, it is not necessary to provide headings. Case studies must be structured under the following headings: Introduction, Case Presentation, Management and Outcome, and Discussion.

General

- You grant ASMIRT non-exclusive rights to publish, reproduce, distribute and store the abstract.
- Research, audit or quality improvement (QI) projects involving humans and animals must comply with international ethical standards such as the Declaration of Helsinki. Authors must also comply with research and QI ethics guidelines from their local human research ethics office.
- Patients reported in case studies must be de-identified. Authors must also comply with the hospital's policy of obtaining permission from the patient or their carer.
- If the author(s) have any commercial interests or associations that might pose a conflict of interest regarding this submission, they must be declared at the end of your abstract submission.
- If accepted for presentation, the commercial interest or association must be declared on the title slide or the slide immediately following the title slide.
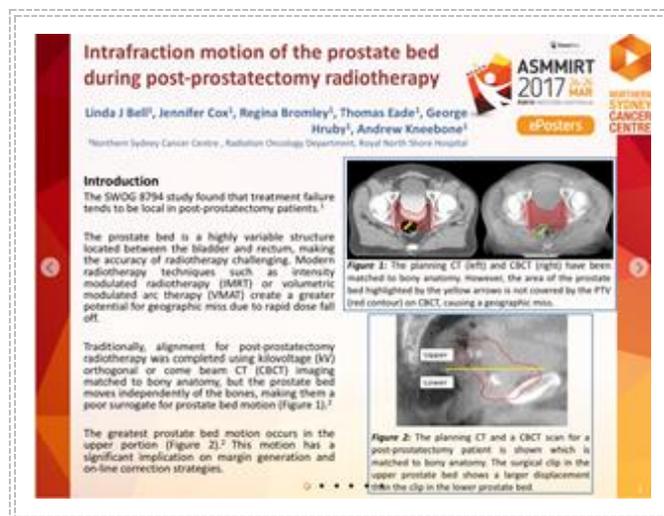
- Trade names cannot be mentioned in the title. However, trade names in brackets will be accepted in the body of the text.
- The author is responsible for the accuracy of the abstract.
- Authors may submit more than one paper.
- Abstracts should use the Vancouver style of referencing as used by JMRS.

Abstract Format

- Abstracts must be uploaded into the text box through the presentation portal in the abstract submission system. Please note there is a special characters keyboard available for your abstract and references.
- The total length of the abstract should be between 100-250 words
- Speaker bios should be entered and are limited to 100 words.
- One graph, table, figure or supporting image can be attached to the abstract submission as an image file (JPEG or PNG) if it is essential for the overall understanding of the abstract.
- Abbreviations should be defined at first mention.
- Two to three references should be included if it supports the abstract. These references are not included in the 250 word count and must be directly cited in the abstract using the JMRS Vancouver referencing style.
- Please ensure that your abstract does not contain spelling, grammatical or scientific errors. No corrections are possible after your abstract has been submitted for review, unless requested by the reviewer/s. You can save your submission as a draft until you are happy to submit it.
- The abstract will be reproduced exactly as submitted. No proofreading will be done.
- Once an abstract has been successfully submitted you will receive a confirmation email.

After the Submission

The reviewers will judge the abstracts using some or all of the following criteria (please see marking matrix):

- relevance to the conference theme/s
- standard of reporting and English language
- clarity and readability of the abstract
- title reflects the content of the abstract
- methodology is suitable for the objectives
- point of views are supported by reasoning and evidence
- conclusions confirmed by objective results
- complying with ethics standards
- scientific value
- potential clinical value
- originality and novelty of the work

Please refer to the abstract marking rubric for further detailed information regarding each of these criteria.

Using the email address provided during submission, the submitting author will be notified in mid-October as to whether or not their abstract has been accepted. If accepted, authors will also be informed as to whether their presentation will be an ePoster or an Oral presentation. Specific dates and times of presentation will be provided ASAP, once the program is completed.

If you need to withdraw your abstract, a written statement reflecting the reasons for this decision must be sent to: conferences@asmirt.org.

Review and Selection

Abstracts will be blind reviewed by a panel of experts selected by the Scientific Program Committee.

Selection will be based on the abstract review scoring criteria. The decisions of the review process are final and cannot be disputed.

Speaker Registration

A condition of abstract acceptance is that at least one of the presenting authors must register to attend as a full delegate and pay the appropriate registration fee by **Thursday 7 December 2017**. Should one of the presenting authors not register by this time, the presentation may be removed from the program. A co-presenter is permitted on the basis that they have registered for the day of their presentation. Where there is more than one presenter, it is important that the presentation time is strictly adhered to, so enough time is available for questions.

Publication Policy

All abstracts accepted for presentation (oral or ePoster) will be published in the official abstract book of the conference. It is envisaged that this will be through a JMRS abstract supplement, and will be available through the Conference App. As this is published in JMRS you need to ensure that local and international ethical standards are complied with.

Recording of Presentations

It is envisioned that presentations will be recorded at the conference for distribution at the conference and through the Conference App.

Conference App

By submitting an abstract presenters give permission for their name, bio and image (if uploaded) to be available through the Conference App, and in delegate lists.

Plagiarism

ASMIRT regards plagiarism as serious professional misconduct. If plagiarism is identified, the abstract and any other abstracts submitted by the same author will be rejected.