

Abstract Terms and Conditions

Please read this information carefully before submitting an abstract. By submitting an abstract you have agreed to these terms and conditions.

Presentation types

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 events@asmirt.org so these can be considered by the LTWRAP program committee. Decisions will be dependent on relevance to the conference and session and time availability.

Oral presentations should align to one of the three *Conference themes*:

- **Getting off the ground:** preparing for an advanced practice role; transitioning to practice
- **Making a difference:** setting standards; building evidence; measuring impact
- **New roles, new directions:** implementing an advanced practice role or service; new models or ideas

General

- You grant LTWRAP 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. **It is implied that by submitting an abstract ethics has been approved, if relevant to do so.**
- 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](#).
- Unsure who should be included as an author on your abstract? Please follow this link for clarification: <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>

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. These will be used by the session chair to introduce you when presenting at the conference, if accepted, so please make them informative.
- One graph, table, figure or supporting image can be inserted to the abstract submission if it is essential for the overall understanding of the abstract and must be referenced in the abstract.
- Abbreviations should be defined at first mention.
- 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 Vancouver referencing style. The Reference field is mandatory. If you do not wish to quote any references you will still need to enter something in this field. NA is acceptable.
- To maintain the standard of excellence for the conference abstract supplement, LTWRAP reserves the right to edit and amend any spelling, grammatical or formatting errors in abstracts prior to publication. In order to ensure the integrity of your abstract remains intact please thoroughly review your abstract for formatting, grammar and spelling before submitting.
- Once an abstract has been successfully submitted you will receive a confirmation email.

Key Words

Please enter up to **three** key words relevant to your abstract. These can be single words eg Ultrasound or multi-word names eg Knowledge Based Planning. This will assist potential readers to find your abstract in our special abstract publication in JMRS.

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 as to whether or not their abstract has been accepted. Specific dates and times of presentation will be provided ASAP, once the program is completed.

Submitting authors will be notified early June 2021 of their acceptance to present at the conference and will be required to confirm by the advised date that they will attend the conference and present their presentation.

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

Review and Selection

Abstracts will be double blind reviewed by a panel of experts selected by the LTWRAP 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 **Friday 2 July 2021**. 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 may be published in the official abstract book of the conference. It is envisaged that this will be through a JMRS ([Journal of Medical Radiation Sciences](#)) 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.