



Abstract Guidelines 2020

Important Dates:

Abstract submission closes	1 OCTOBER 2020
Authors notified	7 OCTOBER 2020
Earlybird registration rates ends	14 OCTOBER 2020
Date confirmed authors must be registered to be included in programme	01 NOVEMBER 2020

Participation

Abstracts are invited from Plastic Surgery, Surgical Trainees and Aspirants. Consultants are required to provide an outline only, rather than a formal abstract. All other submissions must conform to the **Abstract Preparation Guidelines** below. Abstracts which do not comply with the rules of submission or layout guidelines will be declined and returned to the author. Abstracts without results (or with results pending) will not be considered for presentation.

Presentations will be selected on the basis of scientific merit, clinical merit and topicality. It is possible that presentations not selected may be eligible to be presented as a poster. There may be only one presenting author but multiple authors may be listed on the submission. Authors must disclose if their abstract has been previously submitted, published or presented. Where applicable, all studies must have been approved by institutional committees on ethics of experimental and human/animal investigations.

The presenting author must be clearly stated at time of abstract submission and substituting an alternative author at a later date is not permitted except with the express permission of the Organising Committee. Submission of an abstract acknowledges your acceptance for the abstract to be published in all printed material of the 2020 Annual Scientific Meeting. Only abstracts of authors who have paid their registration fees by 1 November 2020 will be scheduled for presentation and included in the Conference Handbook.

Oral Presentations:

Oral presentations are expected to be 7 minutes presentation time followed by 3 minutes for questions – specific times will be advised following confirmation.

Posters:

Posters are to be provided in hardcopy and will be displayed at the venue. These should be A0 size 841mm x 1189mm in **portrait** orientation. Authors are required to print and deliver their poster to the venue.

Prizes:

There will be a prize for Best Registrar Presentation, Best Registrar Presentation 2nd Place and Best Registrar Poster. Presentation will take place on Sunday 29 November 2020.

Submission	All abstracts are to be submitted via the on-line submission process on the website. Submission by email, fax or post will not be accepted. Abstracts must be submitted no later than 1 October 2020.
-------------------	--

Selection and Notification	The receipt of all abstracts will be confirmed by an acknowledging email. All abstracts will be reviewed by members of the Annual Scientific Meeting Committee. Presenting authors will be notified by 7 October 2020 regarding the status of their abstract. All presenters will be required to register for the conference by 1 November 2020 and pay the appropriate registration fee. All presenters also need to meet their own travel and accommodation costs.
-----------------------------------	--

Abstract Preparation Guidelines

Submission	Abstract submission is via the Currinda Event Management System on the Call for Papers page on the conference website http://nzaps2020.w.events4you.currinda.com/ If you do not already have a profile in Currinda you will need to create one in the system before submission. Title and content are cut and pasted into the system. References can also be added. Tables or images may be uploaded separately. (see notes on tables and graphs) Do NOT include symbols, tables, pictures or diagrams within the 'content' of your abstract
-------------------	---

Length	Maximum 300 words
---------------	-------------------

Title	Limited to 20 words in sentence case (i.e. capital letters are used for the first letter of the first word and proper nouns; all other words are lower case).
--------------	---

Author and Co-Authors' Details	Include all authors – the Submission System will allow you to indicate the presenting author
---------------------------------------	--

Suggested abstract structure	Background, Methods, Results, Discussion, Conclusions
-------------------------------------	---

Abbreviations	Use only standard abbreviations. Place special or unusual abbreviations in parentheses after the full word appears the first time. Use generic names for drugs. Express numbers as numerals.
----------------------	--

Images / Graphs / Tables	Images/graphs/tables can be added (1 file only) as a .jpg and should be 300dpi (where possible) when scaled to 100%. Please note that these may be resized to fit in the final printed material.
---------------------------------	--
