



Abstract Guidelines 2019

Important Dates:

Abstract submission closes	12 May 2019
Authors notified	24 May 2019
Earlybird registration & special accommodation rates end	28 May 2019
Date confirmed authors must be registered to be included in programme	28 July 2019

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 2019 Annual Scientific Meeting. Only abstracts of authors who have paid their registration fees by 28 July 2019 will be scheduled for presentation and included in the Conference Handbook.

Oral Presentations:

Consultants: Oral presentations are 15 minutes followed by 5 minutes questions

All other authors: Full Oral Presentation are 7 minutes presentation time followed by 3 minutes for questions.

Abstracts accepted in the Consultants category will be presented on Saturday 31 August with the Trainee/Registrar Presentations on Sunday 1 September.

If the number of submissions requires, additional abstracts may be accepted for Rapid Fire Presentations of 4 minutes duration with no question time.

Posters:

Posters are to be provided in hardcopy and will be displayed in the Main Conference Room. These should be A0 size 841mm x 1189mm in **portrait** orientation. Authors are required to print and deliver their poster to the venue. There will be no oral introduction for posters

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 1 September 2019.

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 12 May 2019
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 24 May 2019 regarding the status of their abstract. All presenters will be required to register for the conference by 28 July 2019 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://nzaps2019.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.

Audiovisual Equipment

Each lecture room will be equipped for the presentation of PowerPoint slides and include a data projector, laptop, lectern and microphone. Multimedia clips should be embedded in your slides. Whiteboards will be provided for presentations on request.

Presenters will take their PowerPoint slides and associated media files to the conference on a memory stick, where an audiovisual technician will load your presentation. All slides will be run from a central presentation computer. However, if you have a complex presentation, which includes multiple media files, we suggest you bring your own laptop as a backup in case of difficulties loading your presentation.