ANZHNCS & NZAPS Abstract Guidelines

Call for Abstracts

Updated 29 July 2020

Abstracts are invited for oral presentations and posters. Submission is online via the Meeting website . The abstract management system is hosted by Currinda and your accepted abstract will be visible on the electronic version of the final program. Authors should expect to have their abstracts published on the meeting website and also in the conference handbook. Oral presenters will be asked if they consent to their presentation being filmed.

Abstracts will be accepted on (but not limited to) head & neck, general plastic surgery and topics for the combined day (eg; head and neck reconstruction, facial reanimation, melanoma).

Key Dates

Abstract submission closes	*5 April 2021*
Authors notified	*29 April 2021*
Earlybird registration & special accommodation rates end	*5 May 2021*
Date confirmed authors must be registered to be included in programme	*5 July 2021*

Submission Guidelines

Link to online abstract submission:
https://events4you.currinda.com/register/event/1320

If there are any difficulties regarding this process please contact the conference organiser Sally Boult sally@events4you.co.nz

1. Authors of research papers who wish to have their abstracts considered for inclusion in the program at the Joint Meeting of ANZHNCS and NZAPS ASM 2021 must submit their abstract electronically via the meeting website adhering to the submission deadline. Abstracts submitted after the closing date will not be considered.

2. Abstract submission is entirely online and any other formats will not be accepted. Abstracts will not be submitted by meeting staff on behalf of authors. Abstract submission is via the Currinda Event Management system, if you have not used this system before, you will be required to first create a profile.

3. The title should be brief and explicit.

4. Research papers should follow the format: Purpose, Methodology, Results and Conclusion.

5. Abstracts should not exceed 300 words (excluding the title, author(s) and presenters' name). Any references must be included in this allowance. If you exceed this limit, the excess text will NOT appear in the final program.

6. Include author(s) and indicate presenting author.

7. Include details of main institution.

8. Abbreviations should be used only for common terms. For uncommon terms, the abbreviation should be given in brackets after the first full use of the word.

9. Presentations (oral) will only have electronic PowerPoint support. Audio visual instructions will be included in correspondence sent to all successful authors.

10. A 50 word CV is required from each oral presenter to facilitate their introduction by the session chair and this is included in the abstract submission.

11. The timing (presentation and discussion) of all papers is at the discretion of the organising committee.

12. Tables, diagrams, graphs, etc CANNOT be accepted in the abstract submission. This is due to the limitations of the computer software program.

13. Please do not type in your abstract onto the submission page. Being Internet based, each page on the submission site can only be open for 15 minutes before closing. Type your submission on a text document (eg. Microsoft Word) and copy and paste it into the abstract text field.

14. Authors must be registrants at the meeting to present and for their abstract to appear in the final program and on the meeting website.

15. Amendments to abstracts after submission can be made online up until the close of submission date 5 April 2021.

16. The submitting author of an abstract will ALWAYS receive email confirmation of receipt of the abstract into the submission site. If you do not receive a confirmation email within 24 hours it may mean the abstract has not been received. In this circumstance, please email sally@events4you.co.nz

Important Note Regarding Disclosure of Potential Conflict of Interest

ANZHNCS policy requires disclosure of all financial relationships between a speaker and the commercial supporter (if applicable) or with the manufacturer of any product or class of products they plan to discuss.
This policy is designed to provide the audience with an opportunity to review any affiliations between a speaker and supporting organisations for the purpose of determining the potential presence of bias or influence over content.

This policy is not intended to prevent a speaker with such an affiliation or relationship from participating.
Disclosure should be made using a slide at the beginning of your presentation.
Examples of relationships which should be disclosed include but are not limited to:

- any direct financial interest in a company whose interests are in the area(s) covered by the educational material
- investments held by the speaker in a relevant company
- membership on a relevant company's advisory board or similar committee
- current or recent participation in a clinical trial sponsored by a relevant company
- assisting in the design of clinical studies concerning the use of products manufactured by a relevant company
- participating in clinical studies using products produced by a relevant company
- research by the speaker sponsored by a relevant company
- paid speaker by a relevant company
- the speaker holds a patent for a product referred to in the presentation or marketed by a relevant company. To ensure that audiences receive complete information, speakers who have no involvement with industry should inform the audience that they have nothing to disclose, i.e. cannot identify any potential conflict of interest.

Oral Presentations

Confirmed presenters will be required to provide their Electronic PowerPoint presentation one day prior to their scheduled presentation.

Scientific Posters

Authors of successful posters will be advised of the presenting format (eg hard copy or electronic) at the end of April 2021.