



HITH 2024 ASM Abstract Submission Guidelines and Criteria **Submission Deadline: 11:59pm 26 July 2024**

1. Preference will be given to presenters that will be attending in-person at the conference in Sydney, however the organisers will ensure there is the back-up of a virtual presentation should it not be possible for the speaker to attend. Presentations will be scheduled during the afternoons of 14 and 15 November 2024.
2. Abstracts should be original research. Broadly, this could also include an audit, a case report, or a description of a new innovation in health services delivery or education; however, the onus is on the author to demonstrate in their abstract the significance of any work offered for this Conference.
3. Your abstract must be submitted by the closing date, online in word format, using the abstract portal and abstract template. Please ensure the presenting author completes the abstract submission.
4. Title Word count = 20 words. Abstract Maximum word count = 300 words **excluding** references.
5. Abstracts should be in Arial, 11-point font.
6. **PLEASE NOTE:** Abstracts are to be **blind**. Do not include authors names / affiliations or addresses in the title or body of the abstract. Do not include any information about the organisation / service name or location. Including this information may result in the abstract being rejected. **DO NOT** provide XXXX name of the organisation or similar, keep generic descriptions e.g. The Hospital, The Service.
7. The abstract should be in the form of bolded structured headings (with blank line spaces between each section) as follows: **Title, Aims, Methods, Results, Conclusions**. Subheadings may be used but should not be given separate paragraphs. For audit submissions the following headings are appropriate: Problem, Design/Methods, Practice Change, Evaluation, Conclusions. Ideally the audit loop has been completed.
8. Do not use macros or photographs within your abstract.
9. Tables may be included with abstracts and must be cited in the abstract text. The abstracts themselves must be in text, not table format.
10. Abbreviations may be used but must be spelt out in full at the first mention, followed by the abbreviation in parentheses.
11. All numerical data and statistical analysis (as appropriate) should be presented in the text of the abstract.
12. For abstract reviewers to be able to evaluate the contribution of the work outlined in your abstract, it should report on completed work, or at a minimum have some pilot data. Statements such as “findings will be discussed” or “data will be presented” are not appropriate and will probably result in return or rejection of the abstract.
13. Multiple abstracts from the same overall study are welcome but need to be **sufficiently different** to justify multiple oral presentations.
14. Abstracts are to be submitted to a particular theme in line with the topics of importance allocated by the committee. An Other Category is available and abstracts not to theme will still be considered for presentation.



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15. It is unlikely that case reports will be accepted unless there are clear lessons to be learned. Literature Reviews may be accepted if it is a rigorous systematic review, i.e. there is a clear description of the literature search methods, criteria for inclusion and exclusion of articles and evidence of critical appraisal of the literature.
16. All accepted abstract submissions will be published on the conference website and the HITH Society Australasia website unless specific exclusion is requested (e.g. due to submission for publication elsewhere). The abstract submitted for review will be the final version for publication therefore a minimum standard is required. Please ensure:
 - Submitted abstracts follow the rules for formatting, including word length and font and to ensure they are not rejected. Please refer to the Abstract Template which can be downloaded from the website as a guideline for your submission.
 - Abstract content that is unclear or confusing will be rejected. Members of the HITH Society Australasia who are first-time presenters can request assistance to write an abstract. Contact the Conference Secretariat at conference@hithsociety.org.au
 - Abstracts which give very little or no data will be rejected.
 - Abstracts that outline a private company or service and do not contain details of a specific scientific study or project will not be accepted
17. Judging: Abstracts submitted for oral presentation will be allocated to themed sessions with priority given to abstracts that score highly on review. If there are insufficient places for oral presentations, authors may be offered the opportunity to present their work as a poster presentation.

Abstracts will be judged on the following criteria:

- Relevance to HITH
- Originality of the research / project
- Clarity of abstract
- Potential impact of the findings to the audience
- Does the results section include data
- Does the abstract conform to the abstract guidelines

18. Authors are expected be notified of the results late **August 2024**. Guidelines for oral and poster presentations will be made available to all accepted submitters.
19. Presenters of accepted abstracts (oral and poster) are required to register and pay the Conference registration fee prior to the Earlybird Registration deadline of **11:59pm 13 September 2024**. Presentations will be scheduled during the afternoons of 14 and 15 November 2024. It is recognised that some presenters may subsequently be unable to attend in person and will then need to present virtually. In this instance there will be no refund of the registration fee provided but the entire conference will be available virtually.

If you have any questions or difficulty submitting your abstract online, please contact:

HITH 2024 Conference Secretariat

Concept Event Management

Tel: +61 2 9436 0232

Email: conference@hithsociety.org.au

Website: <http://hithsocietyconference.com.au/>