



## ASA National Scientific Congress Call for Abstracts Submission Guidelines

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The Scientific Program Committee of the 2019 National Scientific Congress (NSC) of the Australian Society of Anaesthetists (ASA) invites you to submit an abstract of your research for presentation at the 2019 NSC in Sydney.

Online abstract submission via the Congress website ([asa2019.com.au](http://asa2019.com.au)) will open on Friday, 18 January 2019 and abstracts are due by **Thursday 6<sup>th</sup> June 2019**.

**Before preparing your abstract and completing the submission process, please read this document carefully.**

### ABSTRACT SUBMISSION GUIDELINES

Submission of the abstract is only via the portal on the NSC website. Please ensure you have read through all the information provided in this web page regarding the submission of your abstract.

Lodgement of the abstract acknowledges you agree to the terms and conditions detailed below.

Submissions must be for original research, **and not previously submitted and presented at a major Australian or international meeting as an oral and/or poster presentation, or previously published in a journal. Submissions found to have been previously presented will be deemed ineligible.**

Download the Abstract Template file ([Call for Abstracts Template](#)) from the website and use that to construct your submission. The headings are an indication of the expected format.

**Please Note: Submission for a prize category is open to ASA Members and ASA Trainee Members ONLY.** If the submission is to a prize category (see [Prize Descriptions](#)), the presenting author's ASA membership number must be included.

All research on humans and animals must have prospectively approved ethics clearance. The approval date, number, clinical trials registry number (if applicable), and ethics committee details must be included in the submission. **Attach a copy of this ethics approval letter to your submission.**

A maximum of 400 words is allowed for the abstract body, any may include ONE graph and/or ONE table of direct relevance to the results. The list of authors and affiliations, ASA membership details, and ethics clearance information, does not count towards the abstract word count. Any abbreviations must be spelt out on first use. The template lists the font details for the abstract.



**No hardcopy, faxed or emailed submissions will be accepted.**

All successful applicants will be required to design and make available an electronic poster for display for the duration of the Congress. The ASA considers the physical display of an electronic poster, with the availability of the author to discuss their work, to be an important component of the Congress.

All e-posters shall be available for viewing by delegates at the Congress on TV monitors specially set aside for poster presentations. In addition, a PDF version will also be requested so it can be viewed on computers, tablets and smart phones by delegates, both during and after the Congress. These PDFs will remain available via the ASA website for a period after the Congress.

A full description of the e-poster requirements and other details will be sent out once your abstract has been accepted.

**Important**

- The deadline for all abstract submissions is **Thursday, 6 June 2019**
- Please remember that submitting an abstract does NOT automatically register you as a Congress delegate.
- Accepted presenting authors will be required to pay and register for the Congress by the end of Early Bird registration. Failure to pay will result in the abstract being withdrawn.
- All communications regarding your abstract submission will be sent to the email address you provide when submitting.
- We recommend that the email address belongs to the main author who will be presenting at the Congress.
- If the presenting author is unable to attend the Congress, please notify us of an alternative presenter or withdraw the abstract. Any alternative presenter must also register for the Congress.
- Submissions must be in English.

**Abstract Review Process**

Please note that the space available for presentations is limited and the Congress attracts a large number of submitted abstracts. Preference will be given to abstracts of the highest quality as judged by the Science, Prizes, Awards and Research Committee (SPARC) of the ASA.

The eligibility criteria are described in the [Prize Descriptions](#). The quality of the abstract is rated based on the content (originality, methods, data analysis, and conclusion), the clinical relevance and the quality of the written text.

**Please note:** Applicants may be offered a presentation format different to that applied for and not all applications may be accepted.

All applicants, successful or otherwise, will be notified within an appropriate time frame to allow registration during the Early Bird Registration phase.



## Terms and Conditions

By submitting an abstract for presentation, you agree to the following terms and conditions:

- You have read, agreed to and meet the eligibility criteria and presentation format requirements of the research sessions that you have applied for.
- This includes appropriate ethics approval has been granted
- This includes that the submission is for original research, not previously published in a journal, or presented in any format at a major Australian or international meeting. You confirm that the submission has been approved by all authors.
- In addition, if submission is for a prize, you have also met the specific requirements for that prize session.
- The acceptance of an abstract does not imply provision of travel, accommodation or registration for the NSC, nor any other costs associated with preparation or presentation of the abstract, or any costs associated with attendance at the NSC.
- Authors will pay and register for the Congress by the given deadline. Failure to register will result in the abstract being withdrawn.
- You give the ASA NSC permission to publish your abstract and/or electronic presentation on the Congress or ASA website, on digital platforms, and in the Congress Handbook, if it is accepted for presentation.
- You give the ASA NSC permission to film or photograph your presentation at the Congress, post it on the Congress or ASA website or distribute it to ASA delegates via electronic, digital platforms, or hardcopy.
- You give the ASA permission to publish your abstract in the journal of the ASA, *Anaesthesia and Intensive Care*.

## Important Dates

- Deadline for submission of abstract: **6<sup>th</sup> June 2019**
- Authors advised of submission result: **5<sup>th</sup> July 2019**
- Early Bird Registration deadline: **12<sup>th</sup> July 2019**