

Call for Abstracts

Instructions for Abstract Submission

The ADEA-VIC Conference Program Organising Committee is calling for abstracts for presentations at the next State Conference to be held in Geelong on **Saturday 21 March 2020**.

Presentations need to be of interest to ADEA members, in keeping with the theme of the conference – *Diabetes Ambassadors and Advocates* and be relative to the following categories:

- Scientific;
- Program Evaluation / Review of Resource Delivery / Quality Improvement Activity
- Clinical Practice / Case Studies / Service Delivery

Abstract submissions are due by 9.00am Monday 2 December 2019.

Abstract Submission Information

The following will assist you in preparing your abstract:

- the review process is anonymous and is conducted by a team lead by a Credentialed Diabetes Educator
- a condition of acceptance is that one author is an ADEA member and at least one author will register to attend the ADEA-VIC State Conference 2020
- abstracts must be submitted in English
- abstracts must be original compositions
- abstracts are to be submitted by email and ready for printing. There is no editing or proof reading process by the ADEA-VIC State Program Organising Committee. Reproduction in the conference proceedings will be as sent to the ADEA-VIC State Program Organising Committee
- two (2) copies are to be emailed as per submission format requirements outlined below
- abstract submission application and abstracts are to be emailed as a Word doc attachment to VICAbstracts@adea.com.au. Please insert **2020 ADEA-VIC State Conference Abstract Submission** in the subject line

- Scientific papers should include Background, Aims, Methodology, Results, and Conclusion.

Submitters should specify whether they wish to be considered for an oral abstract presentation, a poster presentation or either.

Submission format requirements

Word count:	300
Title:	14pt BOLD CAPITALS
Author(s):	Surname, Initials. Presenters name to be underlined Authors details to be followed by place of work in <i>italics</i> Eg. McDonald, J., ¹ Mason, C., ² & Smith, H. ¹ <i>¹Bunbury Regional Hospital, VIC. ²Fremantle Hospital, VIC.</i>
Font:	Arial
Font size:	12
Margins:	All – 2.5cm
Spacing:	Single spacing with one blank line between the author(s) and the text
Presentation categories:	One must be nominated as per categories outlined above and in submission application form
Submission:	Two(2) copies One copy with the author(s) name (for publication) and one copy with the author(s) information removed (forwarded to the abstract review panel)
Abbreviations:	Full terminology must be written at first mention followed by abbreviation placed in parenthesis after the text
References:	Cited in the text should be listed at the foot of the abstract. Separate the reference from the main text by leaving one blank line. Do not indent.
Tables and figures:	Permitted within the allocated space, in grayscale (as they are not printed in colour), with a resolution in order of 200dpi

Posters will need to be printed as A0 size -1-metre-wide by 1.2 metres high (portrait orientation).

Please note: The decision of the selection committee on abstracts selected is final and an appeal process is not available.