

## Call for Abstracts

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### Instructions for Abstract Submission

The ADEA-WA Conference Program Organising Committee is calling for abstracts for presentations at the next State Conference to be held in Bunbury on **13 March 2020**.

Presentations need to be of interest to ADEA members 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 25 November 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 need to register to attend the ADEA-WA 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-WA State Program Organising Committee. Reproduction in the conference proceedings will be as sent to the ADEA-WA 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 [WAAbstracts@adea.com.au](mailto:WAAbstracts@adea.com.au). Please insert **2020 ADEA-WA State Conference Abstract Submission** in the subject line
- Scientific papers should include Background, Aims, Methodology, Results, and Conclusion.

## Submission format requirements

<b>Word count:</b>	<b>300</b>
<b>Title:</b>	<b>14pt BOLD CAPITALS</b>
<b>Author(s):</b>	Surname, Initials. Presenters name to be underlined Authors details to be followed by place of work in <i>italics</i> E.g. McDonald, J., <sup>1</sup> Mason, C., <sup>2</sup> & Smith, H. <sup>1</sup> <i><sup>1</sup>Bunbury Regional Hospital, WA. <sup>2</sup>Fremantle Hospital, WA.</i>
<b>Font:</b>	Arial
<b>Font size:</b>	12
<b>Margins:</b>	All – 2.5cm
<b>Spacing:</b>	Single spacing with one blank line between the author(s) and the text
<b>Presentation categories:</b>	One must be nominated as per categories outlined above and in submission application form
<b>Submission:</b>	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)
<b>Abbreviations:</b>	Full terminology must be written at first mention followed by abbreviation placed in parenthesis after the text
<b>References:</b>	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.
<b>Tables and figures:</b>	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.