



## Call for Abstract Guidelines

We are requesting submissions for oral and poster presentations for the Free Paper Sessions on Friday 8<sup>th</sup> May. This is your opportunity to showcase your scientific research projects alongside a distinguished line up of industry experts, and to an audience of approximately 400 attendees. In particular, we are interested in new research where the findings are ready to be discussed.

Please read the guidelines below carefully. Abstracts not submitted in this format may not be considered for review. If you have any difficulties or queries about the abstract format, please contact [raewyn@conference.nz](mailto:raewyn@conference.nz)

- Only abstracts submitted in English will be reviewed.
- Abstracts will only be accepted if submitted via the online portal.
- Text should not contain subheadings, underlines or bold type.
- Abstracts must be a maximum of 300 words. Word count does not include title or address; all numbers are included in the word count.
- Please note the Call for Abstracts portal will close at midday, Monday 10 February 2020 (NZST).

### Abstracts should contain brief but complete statements of:

- Introduction
- Study Objectives
- Methods
- Results
- Conclusion(s)

### Also:

- The text should not contain statements alluding to results or conclusions not presented in the text; abstracts stating “will be discussed”, “will be described” or “will be presented” will be rejected.
- Abstracts should be written in the past tense, stating what was done, not what is being, should or will be done.
- Use only standard abbreviations (“Uniform Requirements for Manuscripts submitted to Biomedical Journals”). Non standard abbreviations should be kept to a minimum and defined in parentheses in the text. In general, no more than 2 non standard abbreviations should be used and should only be used to replace words appearing 4 times or more in the text. Use International System of Units except for pressure; use cmH<sub>2</sub>O or mmHg with kPa units in brackets (optional).
- Abstracts containing graphs, diagrams, or complex tables will not be accepted. Simple tables are acceptable.
- Acknowledgement of supporting institutions may be made at the end of the text.
- References are not to be included.

## Abstract themes

Resuscitation, first aid or emergency care education
Resuscitation, first aid or emergency care science
Data or registry information
Practice – implementation of guidelines, protocols or procedures
Enhancing team resilience
Developing team culture
Other aspects of resuscitation, first aid or emergency care

## Abstract judging criteria

CONTENT: interesting, correct spelling, punctuation, free of errors,
FLOW: clear to follow and presented in a logical order
AIM: clear and easy to identify
METHODS: clear summary of how study / project was conducted, appropriate to study aims
RESULTS: results clearly presented and related to study aims
CONCLUSION: clear recommendations for practice, policy or education

## Key dates

Call for Abstracts open	Early September 2019
Abstract submissions close	Midday Monday 10 February 2020
Abstract review begin	Monday 10 February 2020
Abstract review and discussion of results completed	Sunday 23 February 2020
Authors notified of results	Monday 24 February 2020

## Conference registration

All accepted presenters will be entitled to early bird conference registration rates and a special link will be distributed.