

Abstract submission format and process

1. All abstracts are to be submitted in Microsoft Word, using the Abstract Template.
2. Submit your abstract via email to Research and Development at Bendigo Health at email RandD@bendigohealth.org.au
3. To ensure fairness to all presenters, no abstracts submitted after Midnight on Friday 6 October 2017 will be accepted.
4. Abstracts should not exceed 400 words in total.
5. A maximum 50 word biography of the presenter is required (to be used to introduce presenting author at the conference). Biography details are to be included on the abstract submission, however are excluded from the abstract word count.
6. Where appropriate, the abstract should contain the following:
 - a. Background – including a statement of the aim or objectives of the study
 - b. Description of the methods used
 - c. Summary of the results
 - d. Conclusion/implications
7. Abstracts should NOT contain references, tables or figures.
8. Abstracts will be selected according to the following criteria:
 - a. originality and interest
 - b. structure and clarity
 - c. potential significance
9. The conference planning committee is keen to ensure that novice, as well as experienced presenters are included. To be eligible for a first time presenter award please note on your submission if you are a first time presenter.
10. Certificates for best poster and best first time oral presentation will be awarded at the conclusion of the conference.
11. Successful abstracts for oral presentations will need to submit their presentation via email in Microsoft PowerPoint one week prior to the conference. Oral presenters will be allocated up to 15 minutes presentation time and timelines will be strictly adhered to on the day.
12. Successful abstracts will be included in the conference handbook, unless the author specifically requests not to be included, by Wednesday 1 November 2017.
13. Please advise when you submit your presentation/poster if you do not agree to publicly share your presentation/poster for other promotional purposes.
14. Within 72 hours of submission, abstract applicants will receive a notification of receipt from the Symposium Planning Committee. If you do not receive an acknowledgement reply, please email RandD@bendigohealth.org.au or telephone 03 5454 6397 business days.

Tips for writing oral presentations and poster presentations

Oral presentation

Oral presentations will be scheduled for 20 minutes; 15 minutes to present and 5 minutes for questions. The following tips will help you to deliver a successful presentation:

- Try not to read directly from a PowerPoint presentation or notes.
- Move through your PowerPoint presentation slides no faster than approximately two minutes per slide. A guide for a 15 minute presentation is between 5-10 slides.
- Use visuals such as photos, graphs, diagrams and so on to illustrate complex ideas or facts. Using too many words and numbers means that participants can tune out quite quickly.
- Use your time to tell the story of your topic, project, research or ideas. Ideally there should be one speaker who outlines the key points or ideas. If necessary, another speaker can outline a case study or example of what you are speaking on. There should be no more than 2 presenters per oral presentation, other team members can be part of the question and discussion time.
- Keep to time. Each session will have a time keeper and to be fair to all participants you will be given a two minute warning to begin wrapping up your presentation.
- Practice your presentation several times before the conference to colleagues as this can help you to use the time allocated to communicate key points and issues effectively.

Poster presentations

The essential feature of a poster is that the message needs to be clear and understandable without the presenter having to explain its meaning. There should be a balance between content and the way the information is presented.

- Make the introduction/overview brief and informative.
- Make sure that the font size is legible from approximately 2-3 metres. Text should have a legible, uncluttered and consistent look.
- Select colour combinations that are simple and pleasing to the eye. Use more intense colours for borders, contrast and emphasis. Two to three colours will unify the poster.
- Layout and organise the material to make the main message clear.
- Balance the quantity of text and graphics equally and use dot points and lists to increase clarity and quantity of information.
- Eye movement should be natural – down the column or along the rows, size attracts attention; use arrows or numbers to emphasise flow.
- Don't overload the poster, more content can mean less communication.
- Professional preparation, including printing and laminating, will enhance your poster presentation, but it is not essential. After the conference, you may be able to display your poster in other venues.

Contact

Research and Development department at Bendigo Health

Email RandD@bendigohealth.org.au

Telephone 03 5454 6397 business days