CALL FOR PROFFERED PAPERS and POSTERS – GUIDELINES

The Organising Committee invites you to submit an abstract for the New Zealand Sexual Health Society Annual Conference 2017. Abstracts of a general sexual health theme will be considered. The closing date for abstract submission is 5.00pm Wednesday 14 June 2017.

General Information
The Organising Committee will review abstracts. The same acceptance standards will be applied to all abstracts irrespective of the session type (papers, workshop, or poster). Abstracts will be reviewed by subject experts. Authors will be informed about the acceptance of abstracts by end of June 2017.

Abstracts are required for all presentations and must be original and evidence-based. The Organising Committee encourages first time presenters to check out the links on the webpage for abstract guidelines and helpful tips on writing and presenting papers, workshops and posters. Health promoters are strongly encouraged to consider presenting their work.

There will be two formats for presentations:

Oral Presentations
Presentation of original work; time slots of 15 minutes for the delivery of oral papers, with a further five (5) minutes allocated for discussion.

Poster Presentations
Posters will be on display for the duration of the conference. The poster panels will be velcro-receptive and measure 1.2m wide by 1.95m high. Your poster should be AO portrait size (841mm wide by 1189mm high). The poster should be laminated and the text should be of sufficient size for easy reading at a distance of one metre.

Submission Regulations
We will endeavour to accommodate all presentations but in the event that we are overwhelmed by offerings, the organisers reserve the right to select and reject. Abstracts which don’t meet the guidelines may be disqualified. Abstracts will be printed in the conference handbook exactly as submitted so please check your abstract carefully before submitting.

Please use the abstract template provided to ensure that the abstract contains the following:

1. Abstract title
   Title should be **BOLD, IN CAPITAL LETTERS AND NO MORE THAN 90 CHARACTERS.**

2. Authors/presenters
   Upper and lower case
   Show initials and then last name only
   Title, degrees and awards should not be included
   The name of the presenter should be **underlined**

3. Institution, city, country* of all authors/presenters
   Upper and lower case and italics
   *Authors from outside NZ are requested to include country.
4. **Body of abstract**
   - Upper and lower case
   - Tables and figures are permitted
   - The body of the abstract must be no longer than 250 words, excluding title, author/s and institution/s
   - All abstracts that exceed the word limit will be returned for amendment.

**Please Note:** The abstract must contain sufficient information and results to enable the committee to assess the abstract properly.

**Conflicts of interest:** Each presenter will be asked to disclose any conflicts of interest.

**Condition of submission:** If accepted, the abstracts will be published in the conference handbook and uploaded to the New Zealand Sexual Health Society website after the conference.

**Submission Information**
1. All abstracts must be submitted using the Microsoft Word abstract template provided.
2. Please save this template to your computer hard drive and use it to prepare your abstract.
3. Please complete one form for each abstract submitted.
4. Please use Times New Roman font in size 10 point, and single spaced and left aligned
5. All abbreviations should be defined after the first use of the word. Avoid using new abbreviations.
6. The abstract should be written in English and be no longer than 250 words text (excluding title, authors and affiliations, keywords and references).
7. Avoid jargon, and remember that the conference audience is made up of people from a wide variety of backgrounds and disciplines.

**The Submission Process**
1. Go to www.nzshs2017.co.nz then Call for Abstracts
2. Click on the Abstract Submission Zone “log in” button when your abstract is ready to send.
3. When you click the “log in” button you will be taken to a screen from which the submission process starts. Please read the instructions carefully.

Receipt of abstracts submitted online will occur at the time of submission, with an electronic receipt including an abstract reference number, which should be quoted in all correspondence. If you do not receive confirmation please contact Paula Armstrong, email: paula@fp2.co.nz

**Accompanying Information**
1. **Your preferred presentation format:** Oral or poster. Please indicate whether you are prepared to have your abstract considered for a poster presentation if it is not accepted for oral presentation.
2. **Would you like your presentation to be considered for the:** NZSHS Prize, Oliver Davidson Prize, Tony Rennie Herpes Research Prize (See Prize Information for further details).

Standard audio visual equipment will be available: Laptop, data projector with sound, DVD, lectern and microphone. Please note that OHP and slide projectors will not be provided.

All presenters, other than those specifically sponsored, or those advised by the conference convenor as being registration fee exempt, are **required to register for the conference**, for at least the day of their presentation.

**For further information contact:**
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