

CALL FOR ABSTRACTS

Instructions for authors

The Organising Committee invites prospective authors to submit their abstracts for presentation at the Annual Scientific Meeting of the Australian and New Zealand College of Anaesthetists and Faculty of Pain Medicine in Perth from May 1-5, 2020.

Submissions are invited in the following categories:

- **Audit and quality improvement**
- **Case reports**
- **Original research**
- **Survey**

Authors must ensure information regarding ethics approval and patient consent is included with your abstract submission.

Authors are requested to submit their abstract online in electronic format. The online abstract submission system will allow you to type or copy and paste the abstract information into a specific field. You will **not** be able to upload your word/PDF formatted abstract into the system. It is not possible to include tables or graphs in your abstract.

All presentations will be in electronic poster (ePoster) format except for those selected for the Gilbert Brown Prize Session, ANZCA Trainee Academic Prize Session, and FPM Dean's Prize and Best Free Paper Session, which will be oral presentations.

ePosters will be prominently displayed in the meeting venue. A number of ePosters will also be selected for moderated ePoster sessions.

Important notes:

- **Abstract submissions will close at 5pm (AEDT), Sunday January 26, 2020.**
- You should ensure that you obtain the relevant consent and approvals **before** submitting your abstract.
- You may be asked for more information during the assessment of your abstract. If you do not have the required consent or approvals, your abstract will not be accepted to the meeting.
- Abstracts will only be considered for ASM prizes if they have not previously been presented orally at a scientific meeting, or published in a journal.
- Notification of acceptance will be sent to the presenter via email in early March 2020, to allow accepted presenters to register prior to close of early-bird registration.
- All presenters must register as a paid delegate before March 19, 2020 (close of early-bird registration) for at least two days of the meeting. Your abstract will NOT be included in the final program if you fail to register by this date.
- Your abstract should not exceed 3500 characters including spaces (approximately 600 words) including references. **Tables, graphs, diagrams, symbols, scientific characters**

or internet links are not accepted. A maximum of three (3) references are allowed and are included in the word limit.

Abstract categories

- Anaesthesia
- Pain Management

Submission guidelines

Number of submissions: Authors may submit more than one paper, with the following exception: Applicants may submit only **one** abstract for consideration for presentation in the Gilbert Brown Prize session.

Eligibility: Abstracts will only be considered for ASM prizes if they have not been orally presented or published in a journal. Your abstract remains eligible for submission if it has been displayed at a scientific meeting i.e. as an ePoster.

Language: English is the official language of the meeting and should be used in all abstract submissions, publications and presentations.

Acknowledgement of receipt: Upon submission, authors will receive confirmation by email. Please contact the ANZCA ASM Secretariat at asm@anzca.edu.au or +61 3 9510 6299 if you do not receive this email.

Review and selection: Abstracts will be reviewed by the Abstract Review Committee. Selection will be based upon relevance to theme; originality and interest; clinical and research content, and state of completeness.

Mode of presentation: All presentations will be in ELECTRONIC POSTER (ePoster) FORMAT except prize presentations which will be ORAL presentations. ePosters will be prominently displayed in the meeting venue and there will be selected moderated poster sessions where authors will need to be available to present their ePoster and answer questions about their work. Full details of e-poster and oral presentation format will be supplied after acceptance is confirmed.

Notification of acceptance: Authors will be notified if their abstract has been accepted in early March 2020, prior to the close of early-bird registration.

Registrations: All presenters are required to register and pay the registration fee by March 19 (close of early bird registration). Two day registration is a minimum requirement. Failure to do so will result in exclusion from the final program.

Publication: Abstracts will be published on the Virtual ASM website. Abstracts may also be published as an e-supplement to the "Anaesthesia and Intensive Care" journal (A&I) in June/July 2020 or in the "Pain Medicine" journal. Authors will be required to sign copyright transfers to ANZCA during the online submission process.

If abstracts are going to be published as an e-supplement to the A&I journal or in the Pain Medicine Journal, then they need to comply with the ethics and CTR requirements for publication of a full paper in the journal, and the relevant numbers must be included in the actual abstract for publication. It is the submitters' responsibility to ensure that your abstract is not published by more than one source. Abstracts cannot be published if they have been previously published in a journal, letter or other online source. You **MUST** declare if your

abstract has been submitted to another conference or meeting and confirm if it has or will be published by another source. For more information please refer to the [AIC/SAGE Publishing Website](#) or [Faculty of Pain Medicine website](#).

Abstract format

Word limit: Excluding title, authors (full given first name and family name) and institution, the abstract must not exceed 3500 characters and spaces (approximately 600 words). In MS Word, this count can be determined from the 'tools menu'. Any references must be included in this allowance. If you exceed this limit, the excess text will NOT appear in the published abstract.

Abstract title: The abstract title must be in sentence case [**initial Capital followed by lower case**], e.g. The online abstract submission. The title should be brief and descriptive.

Author information: Author and co-author names (full given first name and family name), affiliations, cities and countries

Abstract text: All abstracts must be written using the following format:

- **Audit & quality improvement, original research** and **survey** abstracts should:
Start with an untitled introductory paragraph and be followed by the following sub-headings (in bold)
Methods
Results
Discussion
Acknowledgements
References (maximum of three)
References should be cited within the body of the abstract, using the following format [1], [2, 3]. Superscript references should not be used.
- **A case report** abstract should:
Start with an untitled introductory paragraph and be followed by the following sub-headings in **bold**.
Description
Discussion
Acknowledgements
References (maximum of three)
References should be cited within the body of the abstract, using the following format [1], [2, 3]. Superscript references should not be used.

Please do not type in your abstract within the submission page. Being internet based, each page on the submission site only remains open for 15 minutes before automatically closing. Type your submission on a text document (e.g. MS Word) and copy and paste it into the abstract text field.

ASM Prizes

Gilbert Brown Prize

The Gilbert Brown Prize is a prestigious prize that is awarded annually at the ASM. Eligibility for the prize shall be limited to fellows of the college and the Faculty of Pain Medicine within eight years* of admission to fellowship of ANZCA. In the case of fellows who also hold a specialist qualification from another college or equivalent, eligibility for the prize shall be limited to fellows within eight years* of obtaining their original specialist qualification in anaesthesia or pain medicine. The presentation must be delivered by the candidate who has submitted the abstract. Applicants may submit only one abstract for consideration for presentation in the Gilbert Brown Prize session. The prize takes the form of a medal and will be accompanied by a grant of \$A1000 for educational purposes. The Gilbert Brown Prize winner will also receive a certificate recognising the award. Please note only one abstract per author can be entered for consideration for this prize.

** Taking into account career disruption.*

ANZCA Trainee Academic Prize

The ANZCA Trainee Academic Prize shall be awarded to the trainee or fellow, within one (1) year* of admission to fellowship who is judged to make the best contribution at the Trainee Academic Session held as part of the Annual Scientific Meeting (ASM). This prize will only be open to trainees or fellows to present material related to their research while a trainee. The prize will take the form of a medal, and be accompanied by a certificate recognising the achievement.

** Taking into account career disruption.*

FPM Dean's Prize

The FPM Dean's Prize is awarded for original work presented in the area of pain, judged to be a significant contribution to pain medicine and/or pain research. Eligibility is limited to trainees of the Faculty of Pain Medicine, trainees of the five participating professional bodies of the FPM, or fellows of FPM within eight years* of admission to fellowship of the FPM, except that elected fellows must be within eight years* of admission to their original fellowship at the date of the meeting. The prize takes the form of a certificate and a grant of \$A1000 for educational or research purposes. The prize will be awarded at the FPM Annual General Meeting held during the ASM.

** Taking into account career disruption.*

FPM Best Free Paper Award

The Best Free Paper Award is awarded for original work judged to be the best contribution to the free paper session of the Faculty of Pain Medicine. The faculty free paper session is open to all ASM registrants. The prize takes the form of a certificate and a grant of \$A500 for educational or research purposes. The prize will be awarded at the FPM Annual General Meeting held during the ASM.

A career disruption involves a prolonged interruption to an applicant's capacity to work, due to:

- *Pregnancy.*
- *Major illness/injury.*
- *Carer responsibilities.*

Interruptions must involve either a continuous absence from work for periods of 28 calendar days or more and/or a long-term partial return to work that has been formalised with the applicant's employer.

ePoster Prizes

The Organising Committee of the 2020 ASM will select two posters to be awarded a prize under the following categories.

ASM 2020 Open ePoster Prize

The prize of \$A500 is to be used for recognised educational purposes. The Open ePoster Prize will be awarded to the author(s) of the poster judged to be the best of those submitted in terms of originality, scientific rigor and quality of presentation.

ASM 2020 ANZCA Trainee ePoster Prize

This prize of \$500 AUD is to be used for a recognised educational purpose and will be awarded to the author(s) of a poster presented at the annual scientific meeting (ASM) by an ANZCA Trainee or Fellow within one (1) year of award of the Diploma of Fellowship which the Regional Organising Committee considers best of those submitted in terms of originality, scientific rigor and quality of presentation.

Important note:

The submitting author of an abstract will ALWAYS receive email confirmation of receipt of the abstract into the submission site. Please check your junk folder and contact the ANZCA ASM Secretariat at asm@anzca.edu.au should your email not have been received.