Call for Abstracts – Papers and Posters

Barwon South Western and Grampians Allied Health Conference 2016

Federation University, Horsham campus, Horsham, Victoria
Thursday, 21 April, 2016

Facing the future: Innovation and collaboration in regional allied health

1. Aims:

The Barwon South Western and Grampians Regions Allied Health Conference seeks to provide opportunities for:

- Showcasing quality improvement projects and / or research which demonstrates innovation and creativity in allied health
- Highlighting collaborative approaches in allied health which may be across departments, organisations or regions
- Networking and sharing ideas and expertise between conference participants
- Supporting allied health professionals, including first time presenters, on their potential pathway to pursuing further research and post graduate studies
- Supporting allied health assistant roles and projects, including innovative approaches to the use of allied health assistants in clinical and non-clinical roles

2. Target audience

The conference is open to allied health practitioners, including allied health professionals, allied health assistants and allied health students. This includes allied health practitioners in the areas of public health, private practice, community, education and disability. The target audience also includes allied health academics and researchers.
3. Call for papers and posters

The Barwon South Western and Grampians Allied Health Conference Planning committee invite abstract submissions for posters and papers for oral presentations. The papers and posters should be consistent with the theme and aims of the conference.

4. Abstract submissions

Abstracts should be consistent with the guidelines below and are to be submitted on the following link:

https://www.surveymonkey.com/r/9LSL3FC

Word limit

- Title of abstract should be no more than 10 words
- Abstracts should be between 150 and 250 words

Document requirements

- Tables and figures will not be accepted in the abstract
- Do not use bullet-pointed or numbered lists within the abstract
- Abstract should contain brief but complete statements
- Abstracts / final papers must be original compositions
- Use as little jargon as possible (write for a general audience)

Authors

- For proposals with 1 or more author – only 1 person should submit the abstract
- This person will be the contact for all correspondence concerning the abstract with conference organisers
- Record authors and note who will be presenting

References

- Please limit to key references. They can be included in or at the end of the abstract

Presenter biography

- A biography of the presenting author only must also be provided with the abstract submission. The biography can be up to 100 words long.
Intellectual property

- Please ensure that your paper does not contain confidential information owned by a third party.

Publishing consent

- By submitting an abstract authors and co-authors permit their abstracts to be published in the conference program and/or relevant website (this includes your business e-mail address).

Submission date

- The deadline for submitting abstracts is COB Friday, February 5, 2016

5. Selection criteria for abstracts

The tool used for scoring abstracts is outlined below. It involves scoring abstracts against the specific criteria outlined below on a scale of 1 to 5, where the gradings are 5 very good, 4 good, 3 fair, 2 acceptable and 1 poor.

The total scores for each abstract, combined with the spaces available in concurrent sessions, will determine the acceptance or non-acceptance of abstracts for oral and poster presentations.

Please note, it is recommended abstracts be formatted in the following sections: introduction, objectives, methods/approach, results/practice implications and conclusion. This is consistent with how abstracts will be scored.

<table>
<thead>
<tr>
<th>Area</th>
<th>Criteria</th>
<th>Score</th>
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<tbody>
<tr>
<td>Quality of content</td>
<td>1. Introduction</td>
<td>25</td>
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<td></td>
<td>2. Objectives</td>
<td></td>
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<td></td>
<td>3. Methods/approach</td>
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<td>4. Results/practice implication</td>
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<td></td>
<td>5. Conclusion</td>
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<tr>
<td>Professional value</td>
<td>6. Interest and appeal to audience</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>7. Contribution to practice</td>
<td></td>
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<td></td>
<td>8. Innovation, contribution and relevance to theme/aims</td>
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<tr>
<td>Quality of written abstract</td>
<td>9. Self-contained</td>
<td>10</td>
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<td></td>
<td>10. Coherent and readable</td>
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6. Oral and poster presentations

- Oral presenters will be allocated 15 minutes presentation time and 5 minutes question time (20 minutes total). Timelines will be strictly adhered to on the day.
- Successful oral presenters will be asked to provide their presentation in Microsoft PowerPoint 1 week prior to the conference.
- Posters will be paper or fabric based and will measure no more than 90 X 120 cm (both landscape and portrait size are acceptable).
- It is intended that a PDF format of all power point presentations and posters will be uploaded during and after the conference to the relevant conference website eg. Guidebook and/or the Barwon South Western and Grampians Region websites for access by conference delegates and the public. Please advise when you submit your presentation/poster if you do not agree to publically share your presentation/poster on the website.

7. Tips for writing abstracts, poster presentations and oral presentations

Abstracts

Abstracts submitted for conferences should do 2 things – tell conference participants what you are going to say, and interest them in coming to hear you talk.

i. Identify a clear topic for your presentation, what is the question or problem you are going to talk about.

ii. Locate the topic within regional, state-wide, national or international relevance; why is this an interesting topic.

iii. Emphasise your ideas an experience around the topic.

iv. Outline 2 main points about your presentation.

v. Then....devise a title that is both descriptive and inviting.

vi. Final words that are accessible or known by academics, practitioners from your discipline and other disciplines.

Oral presentation

Conference presentations will be scheduled for 20 minutes each, 15 minutes to speak and 5 minutes for questions and discussion. The following tips will help you deliver a successful presentation.

i. Try not to read directly from a powerpoint presentation or notes. Use a powerpoint to provide expanded information to conference participants, this powerpoint presentation should be no longer than 5-8 slides.

ii. 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.

iii. Use your 15 minutes to tell the story of your topic, project, research or ideas, ideally there should be 1 speaker who outlines the key points or ideas. If you are presenting as part of a team, maybe another speaker can outline a casestudy or example of what you are speaking on. Other team members can be part of the Q&A session.
iv. Keep to time. Each session will have a timekeeper and to be fair to all participants you will be asked to stop at the 15 minute mark and seek questions and comments.

v. Practice your presentation several times before the conference to colleagues, this can help you to use the 15 minutes of presentation time to communicate key points and issues.

**Attractive and effective posters**

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

i. Make the abstract or outline brief and informative.

ii. Make sure that the font size is legible from approximately 2-3 meters. Text should have a legible, uncluttered and consistent look.

iii. Select colour combinations that are simple and pleasing to the eye. Use more intense colours for borders, contrast and emphasis. 2 to 3 colours will unify the poster.

iv. Layout and organise the material to make the main message clear.

v. Balance the quantity of text and graphics equally and use dot points and lists to increase clarity and quantity of information.

vi. Eye movement should be natural – down the column or along the rows, size attracts attention; use arrows, pointing hands, numbers and letters to clarify sequences.

vii. Don’t overload the poster, more content can mean less communication.

viii. Professional preparation, for example engaging a graphic designer, will enhance your poster presentation. After the conference you may be able to display your conference in other venues.

8. **Additional support for writing abstracts, poster presentations and oral presentations**

Please contact the manager in your organisation who may be able to put you in contact with the relevant person in your organisation to assist with abstracts, poster presentations and oral presentations. This contact person may be in a training, education or research role or they may have participated in workshops delivered in Barwon South Western and Grampians Region on strategic communication, planning quality improvement projects, implementing quality improvement projects or evidence based practice.

There is also the Evidence based practice – basic principles – part 1 e-learning module, which is available on the following regional and organisation e-learning platforms: Victorian Regional Health eLearning Network (ReHSeN), Ballarat Health Services e-learning portal, Barwon Health e-learning portal and SWARH Online Learning and Education (available at selected health organisations in the Barwon South Western Region).
9. Key dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>Monday, November 30, 2015</td>
<td>“Save the date” for the conference e-mail sent out</td>
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<tr>
<td>Monday, December 7, 2015</td>
<td>Abstract applications open</td>
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<tr>
<td>Friday, February 5, 2016</td>
<td>Abstract applications close</td>
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<tr>
<td>Monday, February 15, 2016</td>
<td>Abstract writers notified regarding outcome of their abstract</td>
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<tr>
<td>Monday, February 29, 2016</td>
<td>Conference registrations open</td>
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<tr>
<td>Monday, April 11, 2016</td>
<td>Conference registrations close</td>
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<tr>
<td>Thursday, April 21, 2015</td>
<td>Barwon South Western and Grampians Allied Health Conference held</td>
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10. Further information

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