



Proffered Papers Guidelines for Presentation at the NZIMLS ASM 2024.

ABSTRACT GUIDELINES

For all presentations an abstract must be submitted for consideration by the deadline of 31 May 2024 and must adhere to the following guidelines. Abstracts will appear in the digital conference booklet.

All abstracts must be:

- Submitted as a *Microsoft Word .docx* file ONLY.
- Use Times New Roman font, size 12, single line spacing, right justified.
- A maximum of 300 words in length, excluding references.
- Specify all abbreviations in full at first use, followed by the abbreviation in parentheses. Thereafter only abbreviations should be used.
- Checked thoroughly for spelling and grammar.
- References should be limited to a maximum of five. They should be numbered consecutively in the order they appear in the text and follow the Vancouver style.
- Structured as follows:
 1. *Original research*:

Title: in bold

Authors: The principal author should appear first. Underline the name of the author who will be presenting the paper/poster (may be different to principal author). Use forename, initials and surname and omit degrees and titles. Include affiliations for each author. Use superscript numbering after the authors name to indicate affiliations.

Objective: The purpose of the study; hypothesis tested.

Methods: Brief description of materials, subjects and methods used.

Results: The main findings of the study. Do not include tables, graphs or diagrams.

Conclusion: The main outcomes and implications of the study.

2. *Case Studies*:

These should follow the same guidelines as for original research but with the following headings in the body of the abstract:

Clinical presentation: Relevant presenting clinical/radiological findings

Discussion: Consideration of differential diagnoses and important points illustrated by the case.

Disclosure of interest statement:

NZIMLS recognise the need for transparency of disclosure of potential conflicts of interest by acknowledging these relationships in publications and presentations. If your abstract is accepted, any financial support or sponsorship relevant to your presentation must be stated in your presentation or poster.

Selection criteria

Abstracts will be favourably reviewed if they are novel and incorporate original data of high quality that extends existing knowledge in the discipline of Medical Laboratory Science.

In balancing the programme, the organising committee may request authors to present their work in an alternate format e.g. poster rather than platform presentation.

Abstract submission

Abstracts must be submitted prior to the closing date by e-mail to Vanessa.Buchan@cdhb.health.nz

Closing date for abstract submissions is 31 May 2024

By submitting an abstract all authors agree to the NZIMLS publishing the abstract in the digital conference booklet and in so doing certify that the abstract is original work. If the abstract does not conform to the guidelines detailed above, it will be returned to the submitting author to revise.

PRESENTATION GUIDELINES

Oral presentations

- Audio visual material must be in a digital format suitable for data projection.
- Presentations should be in *Microsoft Powerpoint* .pptx format. If you intend using any alternative application to display your presentation you must confirm the feasibility of this with the conference organising committee via the NZIMLS.
- Bring your Power Point presentation on a USB storage device.

Tips for oral presenters

The following suggestions may be helpful when preparing your presentation:

- A coloured background works better than black and white. Good contrast between text and background is necessary to ensure visibility from the back of lecture theatres.
- Ensure the font size is sufficiently large to be viewed from the back of the auditorium. Choose standard font styles e.g., Times New Roman or Arial, rather than more fancy styles. Use of different colours should be kept to a minimum.
- Use minimal text on a slide. Use several slides to cover a detailed topic that cannot logically be included on one slide.
- Leave out text/images/tables you do not plan to discuss.
- Where possible, utilise graphs and diagrams to convey a message.
- Images should be of good quality and selected to highlight relevant features.
- Rehearse your presentation to ensure it does not exceed the allotted time.

Prior to the Session

- Report to the speaker/rehearsal room at least one hour before the scheduled time of your presentation.
- Notify the AV operator of any special instructions regarding your presentation.
- Take advantage of the facilities provided to review your slides one last time.
- Acquaint yourself with the operation of the podium, remote control and location of equipment.
- Speak clearly in accordance with your slide sequence and use a pointer sparingly to guide the audience.

After your Presentation

- Collect your USB drive from the speaker rehearsal room/registration desk.