

CALL FOR ABSTRACTS

An "example" abstract form is on the next page:

The abstract form is A4 in size and the page setup should be:

Left margin	2.0cm	Right margin	2.0cm
Top margin	2.0cm	Bottom margin	15.5cm

The title should be 2.0cm from the top of the page; the Authors should be 2.8cm from the top of the page; the Institution/City should be 3.7cm from the top of the page and the text must commence 4.5cm from the top of the page. The type font is Times New Roman in 10 point and the space setting is single space. Please ensure that your abstract is in **Word for Windows format**.

Abstract Guidelines

- Abstracts are required for **ALL** presentations including invited speakers.
- The 'Title' box should be brief, but explicit and typed in capitals.
- The 'Authors/Presenters' box must show initials and then surname only. The surname of the presenting author should be **underlined**.
- The 'Organisation/City' box must show that only. Street address, postcode, state and/or country are not required unless outside Australia when only the city and country are required.
- The abstracts should be no more than **250** words (this does not include titles, authors etc) and must be written in **English**.
- Abbreviations should be used only for common terms. For uncommon terms, the abbreviation should be given in brackets after the first full use of the word.
- Time allowed for free paper presentations is 10 minutes followed by 5 minutes for questions and discussion.
- Presentations must be provided in Power Point format.
- Facsimiles of abstracts will not be accepted.
- Receipt of abstracts will be acknowledged.

All abstracts must be emailed to ARC@surgeons.org along the lines above and as per the example on the following page.

POSTER PRESENTATIONS

- Posters should not exceed 1.0m by 1.4m.
- Presenters must provide their own materials for mounting the poster. Adhesive Velcro tabs are recommended.
- Presenters will be required to attend their posters during a period of 1-2 hours indicated by the Conference Organiser, to answer questions from delegates and judges.
- The poster should not be overburdened with detail – minimizing detail maximizes information transfer.
- Posters should be in clear print that can be easily read from distances over one metre.
- The title should also display the names of the author(s) and the institutions(s) of origin. Illustrations should be professionally created (hand drawn matter is unacceptable). The poster should contain the study objectives, methods, results and conclusion(s).
- Authors may provide handout material relating to their poster.

A prize will be awarded for the best free paper and best poster.

Please forward abstracts and poster abstracts to arrive no later than 17 March 2017 to:
Mrs Carol Carey, Conference Convenor, Australian Resuscitation Council, C/- Royal Australasian College of Surgeons, 250-290
Spring Street, East Melbourne, Vic. 3002

ABSTRACT FORM – EXAMPLE ONLY

TITLE

AUTHOR/S

Department/Organisation

City/State/Country