

NATIONAL TRAUMA SYMPOSIUM 2020

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TOWARDS EXCELLENCE

THURSDAY 29 OCTOBER 2020

Te Wharewaka O Pōneke,
Wellington, New Zealand

 Te Hononga Whētuki ā-Motu
National Trauma Network

CALL FOR ABSTRACTS

You are invited to submit an abstract for consideration by the Organising Committee for presentation at the National Trauma Symposium 2020 to be held at the Wharewaka Function Centre, Wellington, NZ on Thursday 29 October 2020.

Abstracts are invited for Oral or Poster presentations. If you wish to submit an abstract for consideration by the Committee, you must also register to attend the Conference (full conference registration). You can register online at www.traumasymposium.nz

Abstracts must be submitted via the Conference website www.traumasymposium.nz. Please submit your abstract by **6pm Monday 20 July 2020**. Notice of acceptance will be sent to submission authors by Monday 27 July 2020. Abstract authors are asked to carefully study the submission instructions.

Please ensure you read the following information before submitting an abstract.

PRESENTATIONS

Oral Presentations: If you are selected to offer an oral presentation you will need to prepare and practise an *8 minute presentation*. 2 minutes will then be set aside at the end of your presentation for Q&A. Standard audio visual equipment will be provided: lectern, microphone, PC laptop, data projector and screen. All presentations will need to be presented in PowerPoint. Laptop changeover at the Conference WILL NOT be permitted.

Poster Displays: There will be a scientific poster display in the Industry Exhibition Hall. The poster should measure 120cm high by 90cm wide (A0 size – portrait format). The poster should be laminated and the text should be in a font of sufficient size for easy reading at a distance of 1 metre. The poster boards will be Velcro-sensitive, please bring Velcro hooks to attach your poster to the board.

You will receive confirmation by email that the abstract has been received. If you do not receive confirmation please contact the Conference Managers (conferences@w4u.co.nz). Your submitted abstract will be considered by the scientific committee for presentation.

GENERAL INFORMATION

General specifications are:

- Length: 300 words or less, excluding presenters and department
- Text should be single spaced.
- Limit the number of authors to no more than 7
- Do not indent paragraphs
- All abstracts must be submitted in English

Your abstract should contain the following:

- **Title:** Sentence Case (not all capitals)
- **Body of Abstract:** Sentence Case. Your headings "**Introduction** (including the study hypothesis), **Aims**, **Methods**, **Results**, **Conclusions**" need to be bold. Each heading should be its own paragraph. Sub headings may be used but should not be given separate paragraphs.
- **References:** References (maximum of two) in a list following the abstract. The style of the references should follow either the Harvard or APA method.
- **Abbreviations** may be used but must be spelt out in full at the first mention followed by the abbreviation in parentheses.
- **Authors / Presenters:** Sentence Case. Authors' names should be supplied in the surname-last format and should be in initial capital/lower case, not all capitals. All affiliations must state the authors' institution, city and country. eg:
 - Brown, G., ABC University, Auckland, New Zealand
 - Smith, A., XYZ Hospital, Christchurch, New Zealand

INSTRUCTIONS FOR SUBMITTING AN ABSTRACT

1. Go to www.traumasymposium.nz
2. Click on the "Call for Abstracts" page, then the "Submit your Abstract Here" button
3. Set up a profile for yourself and follow all the online instructions
4. Complete your abstract and copy it into the text box as requested.