

## CALL FOR ABSTRACTS

You are invited to submit an abstract for consideration by the Organising Committee for presentation at the National Trauma Symposium 2024 to be held at The Intercontinental Hotel, Wellington, NZ on Thursday 21 November 2024.

Abstracts are invited for Oral presentations or Poster displays. If your abstract is accepted you must register and pay to attend the Conference (full conference registration). You can register online at [www.traumasymposium.nz](http://www.traumasymposium.nz)

Submissions will be open from **Monday 24 June 2024**. Abstracts must be submitted via the Conference website [www.traumasymposium.nz](http://www.traumasymposium.nz). The abstract submission deadline is **6pm Monday 30 September 2024**. Notice of acceptance will be sent to submission authors by Monday 7 October 2024.

## 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.

**Poster Displays:** There will be a poster display in the Exhibition Hall. Your poster should measure 120cm high by 90cm wide (A0 size – portrait format). The poster text should be in a font of sufficient size for easy reading at a distance of 1 metre. Poster boards are 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](mailto:conferences@w4u.co.nz)).

## 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
- 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** 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. e.g.:  
Brown, G., ABC University, Auckland, New Zealand  
Smith, A., XYZ Hospital, Christchurch, New Zealand