Irish Association for Emergency Medicine

Annual Scientific Meeting

Abstract Submission and Presentation Regulations

March 2013

ABSTRACT SUBMISSION INSTRUCTIONS

Read these instructions carefully. The deadline and space requirements are **strictly enforced** to give all authors an equal opportunity to submit their work in the same amount of space and under the same constraints.

1. Ethics committee approval is required for all experimental (clinical and non-clinical) studies;
2. Approval is required from a Consultant in the department the study was performed, before submission of the abstract;
3. Each abstract must be submitted using the official Irish Association for Emergency Medicine (IAEM) Annual Scientific Meeting (ASM) Abstract Submission Form;
4. The submission must be typed in **Microsoft Word**. It should contain a short title (up to 20 words) of the abstract, author(s) names (denote the presenting author with an asterisk), institution(s) and the abstract;
5. Abstracts must be typed using **Times New Roman font** and **not exceed 300 words**;
6. One Table or Figure is acceptable and may be single-spaced but must be of the same font size as the body of the abstract;
7. Specialty-related terminology should be appropriate and reflect the post-2000 nomenclature e.g. Registrar in Emergency Medicine, Emergency Department (ED) etc;
8. References should not be included;
9. The use of bold print, capital letters and underlines should be minimised;
10. Generic names for drugs and devices should be used;
11. Only standard abbreviations should be used. Non-standard abbreviations should be defined by placing them in parentheses after the first use of the full word or term;
12. Data should not be 'split' to create several abstracts from one study. If splitting is judged to have occurred, the scores of related abstracts will be reduced;
13. Indicate whether the abstract is for oral presentation and/or poster display.

Please note that it is the author(s) responsibility to submit abstracts free of typographical or other errors.

POSTER GUIDELINES

A scientific poster communicates your research to delegates at the meeting. It is a visual presentation of information related to your work and should not simply reproduce a written paper at poster size. It should be understandable to the viewer without verbal explanation from at least 3m away.

Carefully read these instructions, regarding both the design of your poster and the process of poster presentation at the meeting.

1. Provide a clear flow of information from *Introduction* to *Conclusion(s)*;
2. Focus on major findings – do not include everything you know;
3. Ensure text is concise enough to be read in less than 10 minutes;
4. Organise your information into the following section headings:
   - *Title, Author(s) and affiliation(s).*
   - *Introduction:* a brief but important overview to secure the viewer's attention.
   - *Objective:* concise statement of the study aim(s).
   - *Materials and Methods:* brief description of the processes and procedures.
   - *Results:* data, study outcomes and findings.
   - *Conclusion:* summary, discussion of significance and relevance of results, a few easily remembered key conclusions, implications for clinical practice and implications for future research.
   - *References.*
   - *Acknowledgements*;
5. The Title should be at least 72 point font size (bold preferred);
6. The other section headings should be at least 48 point font size (bold preferred);
7. Body text should be at least 24 point font size;
8. Avoid using text comprising all capital letters;
9. Use a serif font (e.g. Times New Roman) for body text;
10. Use bulleted lists instead of paragraphs where possible;
11. Use italics instead of underlining;
12. All posters should be in portrait orientation and read from top to bottom;
13. Limit the number of colours used but different tones of the same colour may be used. If colour is used it should not compete with the information in the poster or overwhelm the viewer;
14. Posters should not exceed standard A0 size (portrait orientation) i.e. **160cm (length) x 90cm (width)**;
15. Posters will be displayed on poster boards measuring approximately 2m (width) x 1m (height), two to a side;
16. Poster viewing time and details on setting up and taking down will be advised prior to the meeting. Details on poster number and location will be available on arrival in the programme booklet provided within your welcome pack;
17. During the designated times, you are required to be available by your poster to discuss the work presented;
18. Please note that the presenter is **exclusively responsible for the taking down and responsible disposal of the poster at the end of the period of exhibition.** IAEM cannot forward any posters not collected after the meeting.

MODERATED POSTER SESSION GUIDELINES

The Moderated Poster Session is for the top-ranked poster submissions. The top-ranked poster submissions will be chosen by moderators based on content and presentation. The session is designed to permit the author to explain and illustrate his/her concepts, research methods or findings in a manner that will promote understanding more readily than a "rapid fire" podium address might.

Format

1. The moderators/judges will review the displayed posters during breaks at the meeting and invite the authors of the top-ranked poster submissions to present at the moderated poster session;
2. The presentations are three (3) minutes with two (2) slides and one (1) minute of question time. Those presenters that exceed the time limit will be disqualified;
3. Only two (2) slides are permitted (one data & one summary; the title slide is not required). Those presenters that exceed the 2 slide limit will be disqualified;
4. Please note that all presentations given will be stored as part of the ASM archive as a matter of routine and acceptance of an invitation to present confirms acceptance of this precondition.

ORAL PRESENTATIONS

The Free Paper session will typically comprise the 10 top-ranked abstract submissions and will be presented on the Friday afternoon before the Leo Vella lecture.

In order to ensure all presentations run smoothly, the following regulations will apply:

- Each oral presentation will last eight (8) minutes with two (2) minutes for questions;
- Presentations should be saved as **Microsoft PowerPoint 2003** and brought to the conference on a USB memory stick;
- The presentation must be loaded onto the PC/Laptop used for the session at least two hours in advance of the presentation and not run from the memory stick;
- Presentations made on a Mac should be saved as a **Windows compatible PowerPoint version (ideally Windows for Mac 1997-2004) that the presenter has physically confirmed will run on a standard Windows PC**;
- It is not advised to bring one's own laptop/ Mac and connecting cables;
- The presentation must be given to the venue audiovisual support staff in the Speaker Preview Room/ Presentation Room (details will be provided closer to the time) at least two hours in advance of the presentation to ensure compatibility with the equipment available;
- Please note that all presentations given will be stored as part of the ASM archive as a matter of routine and acceptance of an invitation to present confirms acceptance of this precondition.

Please be aware that it is not always logistically possible to accommodate all of the preferred presentation formats. IAEM can take no responsibility for a presenter's inability to present their work due to compatibility issues with available computers.