USANZ NEW ZEALAND SECTION - SUBMISSION

ORAL PRESENTATION AND POSTER DISPLAY
ABSTRACT FORMAT AND SUBMISSION GUIDELINES

Please find below submission details for your presentation at the USANZ New Zealand Section Meeting 2017.

Accepted Presentations will either be oral presentation or poster display:

- Oral Presentation – TIME TO BE CONFIRMED. PowerPoint is the preferred medium for presentations.
- Poster Display

Your abstract will be checked for formatting, word count and criteria as set down by abstract guidelines and templates. You will be contacted and asked to resubmit if your abstract does not meet the prescribed standard.

**ABSTRACT FORMAT:**
No more than two submissions as a first author will be accepted.

Abstracts must be written in MS Word (.doc) and the body of the abstract no more than 250 words. PDF files and faxed copies will not be accepted.

Please use the abstract template provided to ensure the abstract contains the following:

1. **Title of Abstract**
   Title should be **BOLD AND IN CAPITAL LETTERS**

2. **Authors/Presenters**
   Upper and Lower case
   Show initials and then last name only
   Title, degrees and awards should not be included
   The name of the presenter should be underlined

3. **Institution, city, country* of all authors/presenters**
   Upper and lower case and italics
   *Authors from outside NZ are requested to include country

4. **Body of Abstract**
   - Upper and lower case
   - Tables and figures are permitted
   - Should include the following headings, in bold:
     - **Background:** The study’s objectives (unless given in the title)
     - **Method:** A brief statement of the methods used, if pertinent
     - **Results:** A summary of the results
     - **Conclusion:** Reached and significance – require more than “data will be presented or results will be discussed”

5. Abbreviations may be used but must be spelt out in full at the first mention followed by the abbreviation in parentheses.
6. **FONT:** Calibri and 11pt
7. Acknowledgement of supporting institutions may be made at the end of the abstract.

**SUBMISSION OF ABSTRACT:**
Completed abstracts for the USANZ New Zealand Section Meeting are to be submitted online electronically by following the instructions provided:

1. Go to [www.urologynz.co.nz](http://www.urologynz.co.nz) then Call for Abstracts
2. Click on the Call for Abstracts link when your abstract is completed and ready to send.
3. When you click the Submit Abstract link you will be taken to a screen from which the submission process starts. Please read the instructions carefully.
4. Receipt of abstracts submitted online will occur at the time of submission with an electronic receipt including an abstract reference number, which should be quoted in all correspondence. If you do not receive confirmation please contact Melanie Robinson, email: melanie@fp2.co.nz
POSTER DISPLAY FORMAT

- Maximum poster surface area (orientation portrait): 150cm-height (maximum) x 90cm-width (maximum)

*Recommended poster size A0 format (120cm height x 84cm width)*

- Keep text to a minimum
- Ensure text is in large font
- Use graphs, charts, and/or tables
- Ensure contents have a logical flow
- Velcro dots to affix your poster to the display board
- Make it colourful
- Removal and collection of posters at the end of the display period remains the responsibility of the author(s). Posters not removed by the indicated take down time will be removed and disposed of by meeting staff.

THE CLOSING DATE FOR ABSTRACT SUBMISSION IS WEDNESDAY 16 AUGUST 2017
NOTIFICATION OF ACCEPTANCE OR DECLINE WILL BE COMMUNICATED TO YOU IN LATE AUGUST 2017

For further information contact:
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