



New Zealand Hospital Pharmacists' Association
Te Kāhui Whakarite Rongoā Hōhipera o Aotearoa

BRIDGING the GAP CONFERENCE 2017

22 to 24 September 2017 | WAITEMATA

www.nzhpa2017.co.nz



Call for Abstracts

You are invited to submit abstracts of your research, audit, service development or case reports to be considered for oral and poster presentation at the New Zealand Hospital Pharmacists' Association Conference 2017.

The closing date for abstract submission is Wednesday 7 June 2017 at 5.00pm

General information

Your submitted abstract will be considered by the scientific committee for presentation. You will be advised whether your submission has been selected for oral or poster presentation, or if your abstract has been declined by late June. The committee reserve the right to ask for amendments to your abstract to improve readability prior to acceptance. Separate templates are available to submit for research, audit, service development or case reports.

Oral or Poster Presentations

For the dissemination of research, audit, service development or case reports. Oral presentations will be allocated to innovative submissions.

Submission conditions

All accepted abstracts will be published in the conference handbook.

Abstract formatting

1. One completed form must be submitted for each abstract
2. The abstract must be written in English - maximum 300 words text; excluding title, headings and references
3. Your abstract should follow the style below:

Title

- Written in title case, bolded, Calibri 12 point and a maximum of two lines

Authors/Presenters

- Written in sentence case under the title with the name of the presenting author underlined e.g Smith AB, Jones CD
- Email address of presenting author under the authors' name
- Do not include any titles, degrees and awards
- Institution, City, Country* of all Authors/Presenters, written in sentence case listed under the authors names

*Only authors from outside New Zealand are requested to include country.

Body of Abstract

- Written in sentence case using Calibri 11 point, unbolded
- Content should follow the guidance and template for your chosen submission type (see website)
- Justification for presentation
 - To support your abstract submission please say, in 40 words or less, what is innovative about your contribution and why others need to know about it
- References are optional. If included, they must follow Vancouver style and not exceed three in number.

Templates and guidance

This year three different formats are available to submit your abstract. Please see the website for the template and guidance that best suits the format you wish to submit. Please note that exemplars are intended to illustrate desired formatting and type of content only.

The submission process

Completed abstracts for the NZHPA conference are to be submitted electronically by following the instructions provided online.

1. Go to www.nzhpa2017.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 "Click here when ready to submit your abstract" link you will be taken to a screen to start the submission process. Please read the instructions carefully.
4. You will be asked to provide the following accompanying information:
 - I. **Details of presenting author** - Last name, first name, year of graduation/qualification, staff type, institution or workplace, address, telephone, email.
 - II. **Your preferred presentation either oral or poster (please note that the conference committee reserve the right to determine the final presentation method)**
 - III. **Your type of abstract format** - Research, audit, service development or case report
5. Receipt of abstracts submitted online will occur at the time of submission. If you do not receive confirmation please contact Paula Armstrong, email: paula@fp2.co.nz

All presenters, other than those specifically sponsored, or those advised by the Conference Convenor as being registration fee exempt, are required to register for the conference, for at least the day of their presentation.

For further information contact:

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www.nzhpa2017.co.nz