

Health Outcomes 2008: FACILITATING KNOWLEDGE EXCHANGE AND TRANSFER FOR A DYNAMIC FUTURE

13th Annual National Conference
30 April – 1 May 2008, Canberra, Australia.

Convened by the Australian Health Outcomes Collaboration

SPEAKERS' INSTRUCTIONS

ABSTRACTS AND BIOGRAPHICAL DATA

We require an abstract of your paper* and one or two paragraphs of biographical data** **October 8 2007**. The abstract should comprise a brief overview of the proposed presentation, and where relevant should indicate whether the speaker will be presenting original data. **Abstracts should be no longer than 300 words.** Please note that this is a strict word limit. (If you wish to propose a poster, not a paper, see the Instructions for Poster Presentations)

* A bound collection of abstracts will be given to conference delegates on registration.

** Speaker biographies are required to enable the Chairs of sessions to introduce speakers.

Please send your **abstract** and **biographical data** as email attachments in Microsoft Word to astoria.barr@act.gov.au.

You should receive acknowledgement of your abstract within 14 days of your sending it. If you do not receive acknowledgement, contact AHOC (Astoria Barr) without delay.

NEW PRESENTERS: If you wish to be considered for the 'first time' speakers' session **please indicate this clearly** under the title of your abstract.

PEER REVIEW: Speakers may choose to have their papers peer-reviewed, and this will assist with the recognition of papers for DEST points. If you choose to have your paper peer-reviewed, you must also make yourself available to review another author's paper if requested by the conference committee. **If you wish to have your paper peer-reviewed you must indicate this when you submit your abstract (under the title of your abstract).**

SELECTION OF PAPERS

You will be advised whether or not your paper has been accepted for the conference by 30 November 2007. If you do not receive this advice, contact AHOC (Astoria Barr) without delay.

PRESENTATION LENGTH

Presentations are to be of **no more than 20 minutes duration including questions**. It is essential that speakers keep to time; when speakers exceed their time allocation it means that the speakers following them have to rush their presentations and this is obviously unfair. If you wish to take questions immediately following your presentation, the time for questions must be scheduled within the 20-minute time allocation.

PAPERS

It is a condition of presenting at the conference that you provide us with a paper for publication in the *Proceedings*. If you foresee problems with this you *must* discuss this with us when your abstract is submitted. Your final paper is required by **14 March 2008*** (please let us know if there will be any difficulty with this date - for example, final data likely to be unavailable, analysis will still not be complete, etc). (Your **final** PowerPoint/overhead presentation is required **absolutely no later than 28 March 2008**.)

Please note the following:

- ***Peer Review**: If you have elected to have your paper peer-reviewed, your final paper and PPT presentation must be submitted by 18 February 2008. Paper and PPT's should be emailed to astoria.barr@act.gov.au.
- **Papers should not exceed 2,500 words in length** (the standard +10% rule applies).
- All papers should be in Word 2000 (or later version of Word), in Times New Roman, Font 12.
- **The Harvard system of citation should be used** (see http://www.bournemouth.ac.uk/academic_services/documents/Library/Citing_References.pdf)
- **Do not use ANY electronic links (eg linked references, footnotes) within your paper as this complicates HTML conversion** (the *Proceedings* are produced on CDROM – see below). URLs (internet addresses) are fine.

Please send all documents as email attachments to: astoria.barr@act.gov.au.

Conference *Proceedings*

We will be publishing the **Conference *Proceedings*** on CD-ROM, as we have done for the last twelve years. **Please note** that if you use PowerPoint slides during your presentation we require the PowerPoint file for inclusion in the ***Proceedings*** CD.

If you wish to refer to your PowerPoint slides in your paper you must clearly identify the PowerPoint slide to which you are referring in the appropriate part of the text (eg. [...text ...] *Slide 1 - SF36 scores of group XYZ at one week before treatment* [...text...] or *Table 3 (Slide 10) presents rates of adherence to medication A for groups B, C and D...*). **Please refer to your PPT slides rather than importing the graphics/tables from these slides into your text.**

POWERPOINT PRESENTATIONS

We will be uploading speakers' PowerPoint presentations **before** the conference begins.

The conference secretariat must receive the final version of a speaker's PowerPoints by **28 March 2008 at the latest**. Regardless of the above, **all speakers must bring a CD (not DVD), or memory stick** containing their PowerPoint presentation to the conference as a back-up (in case of problems such as corruption of files, etc).

We suggest the following guidelines for PowerPoint presentations:

- as a rough rule of thumb, estimate no more than 20 slides per 20 minute presentation including the title slide;
- use strongly contrasting colours (eg. black text on white or yellow, or white or yellow text on a dark blue background. Avoid combinations such as yellow on light blue);
- use basic serif fonts such as Times New Roman with a **minimum** font size of 28 - 36 points;
- do not use complex animations – these tend to annoy and distract the audience and add nothing to the presentation;
- use no more than four or five lines per slide;
- do not use more than one font per slide;
- drop shadows help to lift text off the page; and
- bring hard copy and electronic copy back up to the conference - just in case!

REGISTRATION

The first speaker to a paper at the Conference receives subsidised registration. If there is *more* than one presenter to the same paper, the additional speakers must pay full registration. Poster displays alone do **not** attract subsidised registrations. Unfortunately, we are not able to assist speakers to meet accommodation, travel or conference dinner costs, but it has been our experience that most health departments, hospitals, health services and universities are prepared to meet such expenses. We do offer discounted registration fees for organisations booking five or more delegates, and Rydges, the conference venue, offers discounted rates for conference delegates.

CORRESPONDENCE AND QUERIES

Please send any correspondence regarding the conference (**not** travel and/or accommodation) to Astoria Barr at Australian Health Outcomes Collaboration, Building 8, The Canberra Hospital, PO Box 11, WODEN ACT 2606. Tel: 02 6205 0869 Fax: 02 6244 4138
Email: astoria.barr@act.gov.au Website: <http://chsd.uow.edu.au/ahoc> .

We look forward to seeing you at the conference.