



## Abstract Guidelines for All Presentations

### SUBMISSION DEADLINE: 5 May 2025

We recognise the deep wisdom and expertise held within Indigenous and multicultural communities and would love to create space for you to share your insights, stories, and practices in a way that feels meaningful to you. We welcome contributions in various forms, including traditional presentations, storytelling, case studies, and interactive discussions.

Video abstract submission that describes the proposed elements of the abstract will also be accepted. If you are interested but unsure about the abstract submission process, we are happy to provide guidance. If you would like to submit a video abstract, please send an email to [apsadconference@ashm.org.au](mailto:apsadconference@ashm.org.au) or call +61 458 291 166

Templates, language guides, example abstracts and mentoring is available to support submitters in preparing their abstract. Explore the links below for more information:

- [Abstract Support](#)
- [Abstract Mentor Program](#)

## Submission Requirements

- All submissions must be completed electronically via the online submission facility.
- You will be required to upload the abstract at the same time through the online site.
- All abstracts must be prepared according to the guidelines provided. Abstracts will only be accepted and published if submitted using the supplied template/s.
- Abstracts submitted from people who are affiliated with tobacco, alcohol or gambling entities will not be reviewed or accepted. This includes, but is not limited to, individuals who have in the last five years accepted any sponsorship, grant or any other form of support, whether financially or otherwise; or entered into any form of association with the tobacco, e-cigarette, alcohol, or gambling industries, including but not limited to tobacco, alcohol and gambling companies, e-cigarette companies, manufacturers, distributors, retailers, and tobacco- or e-cigarettes, alcohol, or gambling venues, companies, manufacturers, distributors, retailers, and related industry-funded research bodies.
- All abstracts must be original work.
- An abstract can be submitted if the work has been or is to be published in a scientific journal or presented at a major national, or international meeting prior to APSAD 2025, where the content has been significantly changed or updated as to be a different abstract. Already published/presented work must be declared at the time of submission, failure to disclose this information will result in the abstract being rejected. Acceptance is at the discretion of the Scientific Advisory Committee (SAC).
- An abstract must contain sufficient information so that if published it will be a complete report independent of presentation. **The text should not contain statements alluding to results or conclusions not presented within the text.**

- Abstract submission acknowledges consent for publication of the abstract in the conference handbook, on the conference website and in the conference proceedings publication – *Drug and Alcohol Review* APSAD Conference Abstract Supplement.
- The presenting author will be required to register for the conference in order to ensure their abstract(s) is included in the final program. **Deadline for presenting author registration is 1 September 2025.**
- There are a limited number of oral and poster positions, priority will be given to original submissions that closely align with the theme of the conference and can clearly demonstrate implications on policy, community, research, or practice. Research abstracts that refer to data and do not contain said data will not be accepted. There is no limit to the number of abstracts that may be submitted by an individual. Splitting of a body of work into multiple abstracts is discouraged and consolidation into one abstract is preferred. The SAC reserves the right to limit the number of oral presentations per author to encourage presentation diversity and may request for any abstracts submitted on the same body of work be combined into one abstract and presentation.
- The Conference Secretariat will not be held responsible for abstract submissions not received via the website or for submission errors caused by internet service outages, hardware or software delays, power outages or unforeseen events. If you have any issues with your online submission, please contact the Conference Secretariat at [apsadconference@ashm.org.au](mailto:apsadconference@ashm.org.au) or phone: +61 458 291 166 for assistance.
- When submitting your abstract details via the online portal, you must indicate your theme/ discipline, [keywords](#) and preferred presentation type. Your submission document will need to follow the relevant template based on presentation type outlined below:

## PRESENTATION TYPES:

FORMAT	TYPE	LENGTH	DESCRIPTION
ORAL PRESENTATIONS	Research	10 minutes	<p>Abstracts on original research findings, case studies, completed projects and theoretical analyses. Presentations should be well structured, rigorous, demonstrate a novel contribution to knowledge, and clearly articulate key implications for practice, policy and/or community.</p> <p>Please use the <a href="#">Research Based Oral Abstract Template</a>.</p>
	Practice Based /Service Delivery	10 minutes	<p>Abstracts analysing issues and solutions to problems in clinical practice, policy, community engagement, education, and health promotion.</p> <p>Presentations should be well structured, rigorous and demonstrate a novel contribution to knowledge.</p> <p>This option allows you to report on projects that are not research-driven but are critical reflections on policy and practice, including clinical practice, community engagement, education, health promotion, and service delivery. In all cases we are looking for analyses and projects that are completed and have concrete results to report.</p> <p>The practice-based abstract template asks delegates to describe the analysis and arguments used, and</p>

			<p>then specify outcomes, results and implications for policy and practice. We encourage our community, nursing, policy, health promotion and other colleagues to try the template and submit abstracts.</p> <p>Please use the <a href="#">Practice Based Oral Abstract Template</a>.</p>
	5 Minute Oral	5 minutes	<p>5-minute Oral presentations allow for a succinct overview of findings. These could be presentations of original research, clinical practice, community engagement, education, health promotion and policy. This presentation type could be used for case studies, clinical perspectives, new services, and consumer viewpoints.</p> <p>These presentations do not require the same rigorous research basis as Research Based presentations but should describe the implications of the work on practice, policy and/or community.</p> <p>Research and practice abstracts must be submitted using the <a href="#">relevant oral abstract template</a>.</p>
<p style="text-align: center;"><b>VISUAL PRESENTATIONS</b></p>	Poster	<p>Permanently displayed during the conference.</p> <p>Presenters must stand with their posters during the dedicated Poster Sessions.</p>	<p>Posters are a key component of the APSAD Conference offering an interactive platform for delegates to view and discuss achievements, ideas, and developments face-to-face.</p> <p>Posters are ideal for data that works better visually, projects and research being proposed or currently in progress, systematic reviews, meta-analysis, case studies, divisional projects, or clinical topics.</p> <p>All posters will be available on the conference website and in the app.</p> <p>Poster abstracts must be submitted using the <a href="#">relevant oral abstract template</a>.</p>
<p style="text-align: center;"><b>GROUP &amp; INTERACTIVE PRESENTATIONS</b></p>	Presenter Symposium	<p>60 mins</p> <p><i>Suggested timings:</i></p> <ul style="list-style-type: none"> <li>- 10 min/presentation</li> <li>- 5 min discussant</li> <li>- 15 mins discussion</li> </ul>	<p>Symposia provide an opportunity to present on a common topic or theme from multiple standpoints or disciplines, to provide a coherent flow for discussion and bringing new insights, related to the Conference theme.</p> <p>Symposia should be submitted on ONE template and not as separate presentations. Each submission must include a Chair, Discussant (if different from the Chair), state the aim, and describe the interactive element of the symposium.</p> <p>Please note: All symposia submissions will be automatically considered for individual oral / poster presentations if they are not selected for a symposium.</p>

			Please use the <a href="#">Presenter Symposium Abstract Template</a> .
	Panel Symposium	60 mins	<p>Panel Symposia provide an opportunity to engage a group in an interactive discussion related to the Conference theme.</p> <p>Panel Symposia should include a clear description of the topic to be discussed and outline how the discussion will be managed between the panellists and between the panellists and the audience.</p> <p>You <u>must</u> include members of the community being referred to/discussed (e.g. First Nations people, people with lived/living experience) on your panel to ensure affected communities have a voice and are part of the solution.</p> <p>Please use the <a href="#">Panel Symposium Abstract Template</a>.</p>
	Workshop	30 - 60 mins	<p>Workshops are interactive information /training sessions and should facilitate discussion and engage with the participants.</p> <p>Lecture-style presentation should be kept to a minimum, workshops are a facilitation exercise. Consider the participants' objectives and the desired learning outcomes, i.e. What is being taught, or what is the specific skill development?</p> <p>Workshop presenters must provide an outline of the structure/plan for the session, including learning objectives and how they will minimise presenter talk and maximise participant hand on experience and discussion /interaction.</p> <p>Abstracts that do not fit the above requirements will not be considered.</p> <p>Please use the <a href="#">relevant oral abstract template</a> and the <a href="#">Workshop Outline/Structure Template</a>.</p>
Roundtable / Storytelling / Yarning Presentations	5 minutes	<p>A 5-minute presentation or discussion of an activity or idea that has been implemented or tested in a health centre or community etc.</p> <p>Each presenter shares their story/idea/learning with the people at their table. The group discusses the idea and shares other experiences/ideas around the topic for a further 5 minutes. When the time is up, the presenter moves to the next table to present.</p> <p>The aim of the spotlight sessions is to generate ideas, experiences and possible solutions to problems shared. The presentations will be very informal by nature, and you will not need to develop any materials (PowerPoint etc.). Priority will be given to Aboriginal and Torres Strait Islander and community</p>	

			voices, however all are welcome to submit an expression of interest.
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Please use the [storytelling](#) abstract template for submission.

## THEMES/ DISCIPLINES

- Clinical Management
- Community
- Discovery and Translational Science
- Epidemiology
- Public Health and Prevention
- Social Research

## KEYWORDS

Please review key words available [here](#).

## ABSTRACT GUIDELINES

### All abstracts must:

- Be prepared in Arial 11-point type only on the appropriate APSAD 2025 TEMPLATE. The document must not be password protected or read-only as this may result in your abstract failing to upload successfully
- Single spacing should be used.
- Format - Microsoft Word (.doc or .docx) file only.
- Start each paragraph on a new line.
- Specify all abbreviations in full at the first mention, followed by the abbreviation in parentheses; thereafter, the abbreviation only should be used. Do not use abbreviations in the title. Only include an abbreviation in the abstract if it is used at least twice after the first mention.
- Abstracts must be original and written in English with Australian spelling.
- Abstracts must NOT have a header or footer on the page.
- Download the appropriate template for your submission.

### All abstracts must include:

- Title should appear in bold in sentence case at the top of the abstract.
- Principal author to appear first.
- Underline the name of the author who will be presenting the paper.
- All authors must be listed with their first name, any initials and surname, with commas between each name.
- Omit degrees and titles.
- Include affiliations/organisation for each author (i.e., department, institution, city, country). Use superscript numbering after the author's name to indicate affiliations.
- Include the presenter's email address.
- Choose which subheadings work for your abstract and delete the subheadings not being used.

### Body of Abstract:

- Maximum length is 300 words (excess words may not be printed) per presentation.

- Content must include the study's objectives, methodology (if relevant), a summary of results and conclusion.
- Present your work as a structured abstract using the appropriate subheadings included on the template.
- Do not use the carriage return (Enter) at the end of lines within a paragraph.
- References should be indicated in the text using numbers inside square brackets (e.g. [1] and included as a list following the abstract. The style of the references should follow the style of the Journal, which is Vancouver, i.e., numbered. All citations mentioned in the abstract must be listed in the reference list, and the reference list may not include works not cited.
- Tables and figures can be included with abstracts and must be cited in the abstract text. The abstracts themselves must be in text, not table format.
- Abstracts that include information on the *Implications for Practice or Policy*, including—where relevant—how the research, program or policy impacts on diverse and/or priority populations will be given preference when reviewing and programming.

**Note: Your abstract will not be accepted if it does not conform to the guidelines.**

## TERMINOLOGY

We expect all presenters to be aware of and understand the potential of language to be stigmatising. The following resources provide best-practice guidelines for a person-centred approach.

- [NUAA & NADA Language Matters](#)
- [Girra Maa Aboriginal and Torres Strait Islander Peoples Top 10 Tips for Terminology](#)
- [ACON Trans-Affirming Language Guide](#)
- [PWDA Language Guide: A guide to language about disability.](#)

## DISCLOSURE OF INTEREST/ETHICAL STATEMENT

APCAD recognises the considerable contribution that industry partners make to professional and research activities. We also recognise the need for transparency of disclosure of potential conflicts of interest by acknowledging these relationships in publications and presentations.

For an example of a disclosure of interest/ethical statement please see below:

BS has received funding from Metabolism Corp. No pharmaceutical grants were received in the development of this study.

If there are no conflicts of interest, please write 'None to declare'.

Note: If accepted into the program you will be requested to include a disclosure of interest slide into your presentation or include such statements in your poster.

NB: Abstracts submitted from people who are affiliated with tobacco, alcohol or gambling entities will not be reviewed or accepted. This includes, but is not limited to, individuals who have in the last five years accepted any sponsorship, grant or any other form of support, whether financially or otherwise; or entered into any form of association with the tobacco, e-cigarette, alcohol, or gambling industries, including but not limited to tobacco, alcohol and gambling companies, e-cigarette companies, manufacturers, distributors, retailers, and tobacco- or e-cigarettes, alcohol, or gambling venues, companies, manufacturers, distributors, retailers, and related industry-funded research bodies.

## CONFERENCE REGISTRATION

Abstract presenters will be required to fund their own attendance at the conference and should not submit an abstract if this is not possible.

If you require support to attend, we are pleased to be able to offer a number of scholarship opportunities for the below categories:

- First Peoples
- Student and Early Career Researcher
- Frontline Worker
- Community

View Scholarship Application information [here](#)

All presenters will be required to register for the conference by **1 September 2025**. It will be assumed that any presenter not registered by this date has withdrawn from the program and their abstract will be removed and allocated to another speaker.

[The link to the online registration submission system is available on the conference website.](#)