



## AOTEAROA NEW ZEALAND SOCIETY OF UROLOGY ABSTRACT SUBMISSION

### ORAL PRESENTATION AND POSTER DISPLAY ABSTRACT FORMAT AND SUBMISSION GUIDELINES

**CLOSING DATE FOR SUBMISSION IS 9.00AM MONDAY 3 AUGUST 2026**

Please find below submission details for your presentation at the Aotearoa New Zealand Society of Urology Conference 2026.

Accepted Presentations will either be oral presentation or poster display:

- Oral Presentation – 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 Melanie Robinson, email: [melanie@fp2.co.nz](mailto:melanie@fp2.co.nz)

## **POSTER DISPLAY**

Poster size - A0 format (portrait)

**THE CLOSING DATE FOR ABSTRACT SUBMISSION IS  
MONDAY 3 AUGUST 2026, 9.00AM NZT**

**NOTIFICATION OF ACCEPTANCE OR DECLINE WILL BE COMMUNICATED TO YOU  
IN AUGUST 2026**

**For further information contact:**

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Project Manager: Melanie Robinson, E: [melanie@fp2.co.nz](mailto:melanie@fp2.co.nz)