



CALL FOR ABSTRACTS

ALL ABSTRACTS WILL BE BLIND REVIEWED

The Organising Committee of the 76th Annual Meeting of **The Paediatric Society of New Zealand Te Kāhui Mātai Arotamariki o Aotearoa** welcome abstracts for oral and poster presentations.

We are seeking abstracts from across the spectrum of child and youth health research and innovation. Preference will be given to abstracts presenting original research. It is expected that abstracts will be the result of completed studies. Abstracts containing data from a partially completed study should clearly state this and the reasons for carrying out a preliminary analysis.

Abstracts may be eligible for the Paediatric Society of New Zealand New Investigator Award (refer to eligibility criteria) or RACP Trainee Research Awards for Excellence (if you are a college trainee or eligible according to the RACP Guidelines), please indicate at time of submission if you wish to be considered for an award.

Closing Date: Sunday 31 August 2025 at 11.59pm NZT

Oral Presentation:

- Presenters will be allocated 15 minutes: Confirmation of duration will be communicated in due course i.e. 10 minute presentation, 5 minute discussion.
- PowerPoint is the preferred medium for presentations. Other presentation facilities will be available by arrangement.

Poster Display:

- Posters will be on display for the entire conference.
- Posters should AO portrait (1189mm high x 841mm wide). The poster panels will be Velcro receptive and measure 2.3m high by 1.2m wide.
- Submitters of selected posters will be offered the opportunity to participate in an oral poster synopsis session.

Please note:

All presenters, other than those specifically sponsored are required to register for the conference, for at least the day of their presentation. Awards presenters are required to be in attendance at the Paediatric Society of New Zealand Te Kāhui Mātai Arotamariki o Aotearoa Conference Dinner on Thursday 6 November 2025.

Those applying for the RACP award will also need to upload their abstract to the college portal according to college regulations for entry for this award, please see communications from the RACP for how to complete this process.

A condition of submission is that, if accepted, the abstracts may be published in the conference handbook.

SUBMISSION REGULATIONS

Your abstract must contain the following:

1. **Title**
 - Written in upper case and bold
2. **Authors/Presenters**
 - Written in sentence case
 - Show first and last name only
 - Title, degrees and awards should not be included
 - The name of the presenter should be indicated in bold, underlined and by an asterisk.
3. **Institution, City, Country* of all Authors/Presenters**
 - Written in sentence case and italics
 - *Authors from outside New Zealand are requested to include country.

4. Body of Abstract

- Upper and lower case
- Tables and figures are permitted
- **SCIENTIFIC PAPERS** should include the following headings, in bold:
 - Background:** The study's objectives (unless given in the title).
 - Methods:** A brief statement of the methods used, if pertinent.
 - Results:** A summary of the results.
 - Conclusion:** Reached and significance – it is not satisfactory to state, “results will be discussed” or “data will be presented”.
- **CASE REPORT**
 - Introduction**
 - Description**
 - Discussion**
 - Conclusion**
 - Justification for presentation**
- Abbreviations may be used but must be spelt out in full at the first mention followed by the abbreviation in parentheses.
- Spacing: Block paragraphs with double spacing between each paragraph.
- Referencing: Harvard or APA referencing may be used.
- Acknowledgement of supporting institutions may be made at the end of the abstract.

SUBMITTING YOUR ABSTRACT

1. All abstracts must be submitted using the abstract template provided. This is a Microsoft Word file which is designed to ensure that your abstract is prepared in the right way for publication.
2. Please save this template to your PC hard drive and use it to prepare your abstract. Your completed abstract form can be submitted by following the instructions provided online.
3. Please complete one form for each abstract submitted.
4. Please use Calibri font in size 11 point, single spaced with left justified margins.
5. The abstract should be written in English and be no longer than **300 words text** (excluding title, authors and affiliations, keywords and references).

THE SUBMISSION PROCESS

Completed abstracts for the PSNZ Annual Meeting are to be submitted electronically by following the instructions provided online.

1. Go to www.psnzconference.org.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 from which the submission process starts. Please read the instructions carefully.
4. You will be asked to provide the following accompanying information

Details of the presenting author:

Last name, first name, department, institution, city, telephone, mobile phone, email

Awards

Please indicate if you wish to be considered for an award

Select your preferred presentation method (please note that the conference committee reserve the right to determine the final presentation method)

Oral or poster

A short biography (50 words) for the presenting author

A presentation portal account acknowledgement will occur at the time of submission with an electronic receipt. If you do not receive confirmation please contact Paula Armstrong, email: paula@fp2.co.nz

Standard audiovisual equipment will be available: data projector, PC laptop and sound system (if required) and will be running PowerPoint, lectern and microphone.

All presenters, other than those specifically sponsored are required to register for the conference, for at least the day of their presentation. Awards presenters are required to be in attendance at the Paediatric Society of New Zealand Te Kāhui Mātai Arotamariki o Aotearoa Conference Dinner on Thursday 6 November 2025.

www.psnzconference.org.nz

For further information contact:

ForumPoint2 Conference Management | Tel: +64 27 649 2081

Project Manager: Paula Armstrong e: paula@fp2.co.nz