



The New Zealand Hospital Pharmacy Association (NZHPA)  
Te Kāhui Whakarite Rongoā Hōhipera o Aotearoa

## CONFERENCE 2024

23 - 24 November 2024

The Dunedin Centre, Ōtepoti Dunedin

[www.nzhpaconference.org.nz](http://www.nzhpaconference.org.nz)



# Call for Abstracts guidelines

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 Pharmacy Association Conference 2024.

**Closing date for Abstract submissions is Wednesday 17 July at 5.00pm**

## Abstract review process

Your submitted abstract will be considered by the NZHPA Research SIN abstract review 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 the end of August. 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.

This year the criteria used by the abstract review committee will be available to authors to assist them in writing their abstracts. Please see the conference website to find this.

Please note results are not required for abstract submission for both Research and Service Development Abstracts. If you submit an abstract where results are not yet available and it is accepted for presentation, you will be asked to update the abstract closer to the conference time.

## Author anonymisation

To assist in the fair and objective review of abstracts, we anonymise abstracts prior to the review by the committee. The author information you provide will be removed from the abstract by FP2 and we ask that authors do **not include any information that directly identifies the workplace** in the **title or text** of the abstract.

## Oral or poster presentations

Both formats are available for the dissemination of research, audit, service development or case reports and you will have the opportunity to indicate your preferred format(s) when you submit your abstract. Please note that demand for oral presentation slots is usually high and are more likely to be allocated to innovative submissions. Abstracts will be considered with results pending for Research or Audit and Service Development.

## Submission conditions

All accepted abstracts will be published in the conference handbook (online).

## Templates and guidance

Various formats are available for you to submit your abstract. Guidance to assist you to select and complete the abstract template correctly has been incorporated in comments boxes. Please see the website for the template with guidance that best suits the format you wish to submit. You must submit your abstract using one of these templates. Please note that exemplars are intended to illustrate desired formatting and type of content only.

### Abstract formatting

1. One completed form must be submitted for each abstract. The most appropriate template from those provided **must be used** for abstract submission.
2. The abstract must be written in English - maximum 300 words excluding title, headings, author information, ethics approval section (where relevant) and references (maximum of three).
3. Your abstract should follow the style below:

<b>Title</b>	Written in sentence case, bolded, Calibri 12 point, 6 point spacing before paragraph and a maximum of two lines
<b>Authors/Presenters</b>	<p>Written in sentence case with the name of the presenting author underlined e.g <u>Smith AB</u>, Jones CD</p> <p>Email address of presenting author under the authors' name</p> <p>Each Institution, City, Country* of Authors/Presenters, written in sentence case listed under the authors names</p> <p>Use superscript numbers to identify which organisation each author is associated with (<b>only</b>) if there are two or more organisations represented (see example 1 below). No superscript numbers are needed if all authors are from the same institution (see example 2 below).</p> <p><b>Note</b> Do not include any titles, degrees, and awards *Only authors from outside New Zealand are requested to include country.</p> <p><b>Example 1</b> <u>Kemp M</u><sup>1</sup>, Fraser A<sup>2</sup>, Vara A<sup>2</sup>, Corbet C<sup>1</sup>, Smith T<sup>2</sup>, Beyene K<sup>3,4</sup>, Chan A<sup>1</sup> <a href="mailto:Mkemp@adhb.govt.nz">Mkemp@adhb.govt.nz</a> <sup>1</sup>Department of Pharmacy, Auckland City Hospital <sup>2</sup>Mental Health Service, Auckland City Hospital <sup>3</sup>School of Pharmacy, The University of Auckland <sup>4</sup>Department of Pharmaceutical and Administrative Sciences, University of Health Sciences and Pharmacy, St Louis, MO, USA</p> <p><b>Example 2</b> <u>Harden B</u>, Hastie B, Jones E, McKean A, Rankin N, Sims Johns J, Turnbull R, Young B <a href="mailto:bevan.harden@cdhb.health.nz">bevan.harden@cdhb.health.nz</a> Pharmacy Department, Te Whatu Ora Waitaha Canterbury, Christchurch</p>
<b>Body of Abstract</b>	<p>Written in sentence case using Calibri 11 point, unbolded, 6 point spacing before paragraph</p> <p>Content should follow the guidance and template for your chosen submission type (see website)</p> <p>References are optional. If included, they must follow Vancouver style and not exceed three in number.</p>

## The submission process

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

1. Go to [www.nzhpaconference.org.nz](http://www.nzhpaconference.org.nz) then Call for Abstracts
2. Click on the 'Submit your Abstract' link when your abstract is completed and ready to send.
3. When you click the 'Submit your Abstract' as above, you will be taken to a screen to start the submission process.
4. You will be asked to provide the following accompanying information:
  - I. **Submitters contact details**
  - II. **Abstract title and Presentation Type** - Oral, poster, either oral or poster (please note that the conference committee reserve the right to determine the final presentation method)
  - III. **Abstract Format** – Case report, Research or Audit, Service Development
  - IV. **Details of presenting author** – Title, first name, last name, position, affiliations (affiliation field is located at the top left corner of the Abstract Author box)
  - V. **Presenting author biography** (up to 100 words)
  - VI. **Abstract Upload** – **abstracts must only be uploaded in 'word' document format**
  - VII. **AV Requirements**
5. Email confirmation of your abstract submission will occur at the time of submission. If you do not receive confirmation please contact Rachelle Bertram, email: [rachelle@fp2.co.nz](mailto:rachelle@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:

ForumPoint2 Conference Partners

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**[www.nzhpaconference.org.nz](http://www.nzhpaconference.org.nz)**