

RANZCOG 2024 Regional Symposium

Call for Abstracts

Abstracts are invited for Free Communication (Oral), Static Poster and ePoster presentations for the Royal Australian and New Zealand College of Obstetricians 2024 Regional Symposium being held 11-14 April 2024 at Stamford Grand Hotel, Glenelg.

Abstracts are welcome on any of the areas of interest listed below; papers must not have been published elsewhere before being presented at the 2024 Regional Symposium.

The deadline for abstract submission is Friday 12 January at 5pm AEDT.

Abstracts will be reviewed by the 2024 Regional Symposium judging panel and will be selected using criteria such as:

- Content: how does the abstract relate to the wider context of the O&G specialty
- Abstract Design: is the design appropriate for the aims of the abstract
- Scientific Rigour: does the abstract meet and exceed the threshold of scientific rigour
- Written Quality: is the abstract well written and understood
- Originality: is the abstract original in idea
- Delegate Engagement: will it encourage discussion amongst delegates

All papers **must** be submitted by the presenting author. All correspondence will be sent to the submitting author by email.

Please note: Changes of author are **not** permitted, with the exception of special circumstances, which will be considered by the Working Group Chair.

Only **one** author per abstract can be nominated as the 'presenting author'. Please note that all presenters on the program must register for the meeting and pay the appropriate registration fee by the early bird deadline. It will be assumed any presenter not registered by this date has withdrawn their abstract from the program.

Abstracts may be submitted in the following areas of interest:

- General Gynaecology
- General Obstetrics
- Gynaecological Oncology
- Maternal Fetal Medicine
- Obstetrical and Gynaecological Ultrasound
- Reproductive Endocrinology and Infertility
- Urogynaecology
- Women's Mental Health and Wellbeing

KEY DATES:

Call for Abstracts Guidelines – RANZCOG 2024 Regional Symposium

Wednesday, 1 November 2023

Abstract Submission Opens

Wednesday, 8 November 2023

Registrations Opens

Friday 12 January 2024

Deadline for receipt of abstracts

Monday 15 January – Wednesday 31 January 2024

Abstract review process

Wednesday 14 February 2024

Authors notified regarding abstract submission

Friday 1 March 2024

Deadline for presenting authors to register

Friday 8 March 2024

Early Bird Registration Closes

FREE COMMUNICATION

Free Communications will be allocated 10 minutes to present the research, including 2 minutes of questions. Abstracts not selected for Free Communication may be eligible for Poster presentation. Please note that following acceptance of an abstract for Free Communication Oral presentation, the abstract shall not be presented to any other scientific body before the 2024 Regional Symposium.

STATIC POSTER PRESENTATIONS

Static Posters will be available for viewing by all delegates. Full instructions of the format and display of Posters will be detailed within acceptance notifications sent to nominated presenting authors.

ePOSTER PRESENTATIONS

ePosters will be available for viewing by all delegates. Full instructions of the format and display of Posters will be detailed within acceptance notifications sent to nominated presenting authors.

AWARDS AND PRIZES

The presentations will be judged during the 2024 Regional Symposium.

Prizes will be awarded for the following:

- Best Oral Presentation Prize - \$1000
- South Australia and Northern Territory Committee Prize for Best Static Poster - \$500
- John O'Loughlin Medal – Gold plated medal (FRANZCOG Trainees)

PREPARATION GUIDELINES

1. **Length:** The maximum of the main body of the abstract should be 250 words (i.e. excluding title, authors and institutions).
2. **Title:** The abstract title should reflect the main content and nature of the abstract; do not use abbreviations within the title. The word limit on abstract titles is 25 words.
3. **Structure:** Abstracts must be structured using the following format; any abstracts not following the correct structure may not be accepted.
 - a. **Structure of abstract for original research / systematic reviews**
 - i. Introduction
 - ii. Aims
 - iii. Methods
 - iv. Results
 - v. Discussion
 - b. **Structure of abstract for case studies**
 - i. Background
 - ii. Aims
 - iii. Case
 - iv. Results
 - v. Discussion
4. **Spelling and Grammar:** All abstracts should be written in English and thoroughly checked for spelling and grammar before submission. Use standard abbreviations only; place any unusual abbreviations in brackets after the word appears for the first time within the body of the abstract, abbreviations may be used thereafter.
5. **Layout and Format:**
 - a. Each abstract must be prepared in **Microsoft Word. No other formats will be accepted. If you submit in another format, your abstract will be rejected.**
 - b. The title of the abstract should be written in title case.
 - c. **As abstracts are anonymously reviewed, please DO NOT include authors and affiliations in the abstract document itself. You can enter these details into the relevant fields within the online abstract submission portal.**
 - d. Please refrain from using printed enhancements such as italics, under lining, bold text etc. Italics may be used for non-English words or scientific names where necessary.
 - e. Figures, tables, charts, and graphs are not permitted in the initial abstract submission.
 - f. Please ensure results are detailed within the abstract (abstracts must not state 'results will be presented at the meeting') and appropriate statistical tests have been used and reported. Abstracts presented without results will not be accepted.
 - g. Sources of funding should be indicated at the bottom of the abstract, as applicable.
 - h. Use generic names of drugs, where applicable.
 - i. References should be avoided or, if essential, should be kept to a minimum and presented in Vancouver (numbered) style. Note that all references will be included in the maximum abstract length (250 word total).
 - j. Please note abstracts may be re-formatted and edited for publication in the program handbook.

6. Changes to Final Abstract

Any necessary changes to your abstract must be made by the final submission date. Edits cannot be accepted after the submission deadline.

SUBMISSION GUIDELINES

All abstracts must be submitted electronically via the online *Abstract Submission Portal* by the presenting author.

Authors wishing to submit more than one abstract may do so by clicking 'New Abstract' in the Presenter Portal. Please avoid submission of several abstracts generated from the same study.

- Only one author per abstract can be nominated the 'presenting author.' If you are the presenting author and do not register for the 2024 Regional Symposium you will be deemed to have withdrawn from the program. Authorship is not transferrable to another person.
- All submissions must be accompanied by a maximum 80-word biographical paragraph of the presenting author. Biographical details will be used by the session Chair for introductions purposes and may also be published in 2024 Regional Symposium literature and on the conference app.
- Submission of abstracts implies the author's agreement to publish the abstract in the 2024 Regional Symposium handbook and other RANZCOG literature as applicable.
- Abstracts accepted for Free Communication and Poster presentations may be provided upon request to media outlets promoting a specific presentation. Please note that submission of abstracts implies the author's consent.
- If a study has been presented elsewhere before the 2024 Regional Symposium, it is not eligible for submission as an abstract.

GENERAL GUIDELINES

Please note that all accepted presenters on the program must register for the 2024 Regional Symposium and pay the appropriate registration fee by Tuesday, 21 February 2024.

Please ensure the following required information is available before beginning the online abstract submission process:

- Your contact details.
- The title of your abstract.
- Name and organisation of your co-author/s, if applicable.
- Your (the presenting author's) brief biography (maximum 80 words). Biographies are to be written in full sentences (not dot points) and in **third** person.
- Your abstract prepared in the format specified under *Abstract Preparation Guidelines*. Failure to meet the specified deadlines or guidelines may result in exclusion from the program.

Submission of your abstract/s implies you have read, understood, and comply with the *Presenter Terms and Conditions*. These are available to view within the Abstract Submission Portal (online submission facility) at the time of submitting your abstract.

DOUBLE CHECK YOUR SUBMISSION

Once your submission is uploaded correctly, you will receive a confirmation email. If you do not receive this email, your abstract has not been uploaded correctly. The abstract will be found under the 'Edit Abstract' tab and you will need to submit it correctly.

If you have any concerns, please contact the meeting Secretariat by email to events@ranzcog.edu.au

ACCEPTANCE NOTIFICATION

Acceptance or otherwise is at the discretion of the 2024 Regional Working Group. Notification will be sent to the presenting author by Wednesday 14 February 2024. Full instructions for accepted presenters will be forwarded on acceptance of the abstract.

FURTHER INFORMATION

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