



## ABSTRACT SUBMISSION GUIDELINES

### Conference Theme

*Celebrating the Why*

What do we mean by the 'why'? A simple but powerful model for how leaders inspire action, starting with a golden circle and the question "Why?". Not sure what this is? Watch this <https://www.youtube.com/watch?v=sioZd3AxmE>.

### ABSTRACT CONTENT

The abstract should be as informative as possible and be a true outline of content rather than a promise of what will be discussed. Abstracts will be used for selection purposes.

Abstracts must contain sufficient information to allow a delegate to learn what may be gained by attendance by addressing the following areas:

- Introduction/Background
- Aim/Purpose of the project
- Methods/Process/Who is being studied
- Results/Outcome
- Recommendations/Conclusion

### PRESENTATION THEMES

The Conference Organising Committee is now calling for oral and poster presentations which meet one of the following conference program streams for concurrent sessions:

- **Leadership - Patients: The importance of why**
  - Innovative leadership approaches that outlines "the importance of why" in caring for the community/consumers nursing and midwifery are entrusted with. Abstracts for this stream must demonstrate leadership initiatives that are patient focussed.
- **Leadership - Staff: The importance of why**
  - Innovative leadership approaches that outlines "the importance of why" in caring for staff. Abstracts for this stream must demonstrate leadership initiatives that are staff focussed.
- **Leadership - Organisation: The importance of why**
  - Innovative leadership that outlines "the importance of why" in caring organisations. Abstracts for this stream must demonstrate leadership initiatives that are organisation focussed.

### PRESENTATION TYPES

1. **Oral Presentation:** 15-minute presentation for concurrent sessions plus 5-minute question time.
2. **Poster Presentation:** Posters will be displayed for the duration of the conference with an allocated time for presenting authors to respond to queries.



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- All abstracts must be received by the Conference Committee no later than **5:00pm (WST) on Wednesday, 3 May 2017**.
- Abstracts must contain original work and should include a detailed overview of the proposed presentation.
- The presenting author must submit the abstract.
- Submitted abstracts should be written in **Arial font, 11 point** in Word document and are to include:
  - Abstract title
  - Presenting author's name and organisation
  - Co-author name(s) and organisation(s)
  - Abstract (300 words maximum)
- The abstract is to be formatted to A4 size in **Arial font, 11 point**, except for the title which is to be **Arial font, 14 point**. The document should be single-spaced and have clear lines between paragraphs. Bold is to be used for the title and headings only.
- Incomplete or incorrect submissions will be returned to the author and must be resubmitted immediately in the correct format to be considered for inclusion in the program.
- It is the responsibility of the presenting author(s) to ensure that the abstract is submitted correctly and received by the Conference Committee. The Conference Committee will not be held responsible for abstract submissions not received.
- All submitting authors will be notified of the results of the review of abstracts by **Monday, 15 May 2017**.
- If your abstract is accepted, you must register for the conference by **August 2017** (exact date to be confirmed upon notification). Papers, including posters will not be scheduled for presentation until registration has been received.
- It is a condition of acceptance that all presenters, including co-presenters, must be registered delegates and have paid the conference registration fee.
- Accepted abstracts will be published in the electronic program handbook and conference App.
- Accepted poster presentations will be required to submit a PDF copy of the poster prior to the conference for display on the electronic board at the conference. This will be in addition to the printed poster presentation to be displayed at the conference.
- Abstracts will only be accepted in Word format.
- Abstracts are to be free of typographical and grammatical errors. Tables, graphs, images and reference need not be included in the abstract.
- Abbreviations: standard abbreviations may be used for common terms only. Uncommon terms, the abbreviations should be given in brackets after the first full use of the word.
- Special characters: To avoid character corruption any special characters should be entered using either Times New Roman or Symbol font.

### IMPORTANT DATES

Monday, 20 February 2017	Call for Abstract opens
Wednesday, 3 May 2017	Call for Abstract closes
Monday, 15 May 2017	Notification of submission outcomes to authors
August 2017	Speaker registration deadline and AV requirements
August 2017	Submission of final abstracts
Monday, 18 November 2017	Submission of PowerPoint presentations