

Clinical case study abstract Submission and acceptance guidelines

Abstracts are invited from practitioners working in a clinical environment about informatics projects aimed at improving the day-to-day delivery of patient care. Projects may focus on clinician workflows, communication, decision support, patient education and safety. Projects ideally have been implemented and evaluated in a clinical setting, and are potentially transferrable to other sites.

The following steps are required for the submission process

1. Abstract Submission

Abstract Guidelines:

- Do not list authors or affiliations
- Include a presentation title
- Submission to be maximum 650 words. If your abstract exceeds 650 words you will need to resubmit
- Double check spelling and grammar. Please replace American spelling with British English spelling
- Abstract title to be in **sentence case**, using capitals where appropriate e.g. "My abstract title: An exploration of sentence structure"
- Abstract must be submitted as a word document
- Structured abstract covering
 1. **Introduction** - describe problem being addressed, healthcare setting etc.
 2. **Approach** - describe approach including any technological solutions or health informatics principles being applied
 3. **Body** - may include description of implementation, current status, findings and outcomes
 4. **Conclusions** and lessons learnt

2. Submitting:

- **Submission Site:** All papers are submitted online via the [Clinical Speaker Portal](#)
- **New Account:** If it is your first time using the portal you will need to set up a new account. The portal will guide you on setting up a new account.
- **Contact Information:** When you log in to the portal for the first time you will need to create your contact in the second tab and input your contact information.
- You can then submit your abstract via the Abstract Submission Tab.
- **Title:** Include your abstract title
- **Streams:** Please choose the stream that is most relevant to your abstract
- **Authors and Affiliations:**
 - **Step 1** - add each affiliation that the authors of the abstract belong to.
 - **Step 2** - add each of the authors details remembering to include their corresponding affiliations.
 - **Note:** It is important to indicate which author is the presenting author.
- **Biography:** Add a 50-word bio of the presenting author
- **Abstract Upload:** Upload your abstract, ensuring your abstract is formatted according to the guidelines above.
- **Keywords:** Please select 4-5 keywords
- **AV requirements:** The HIC session rooms will be equipped with standard conference AV set up which includes: Projector, screen, laptop (Windows7, Office16), sound system, lectern, lectern microphone, and a remote slide advancer. If your presentation requires any equipment over and above this list i.e. internet required, please use this section to let the organisers know and we will do our best to accommodate.

- 3. Abstract Review:** All submissions will be blind reviewed by three independent reviewers. The abstracts will be scored by the below criteria:

- Originality/novelty/innovative
- Focus on health informatics practice
- Theoretical, methodological or practical grounding of the solution
- Interest to delegates; potential to stimulate interactive discussion and transferable learning
- Clinical relevance/applicability
- Quality of writing/language

4. **Notification:** You will be notified via email if your abstract is accepted for a presentation, a poster or not accepted by **1 May 2019**. Authors will be notified of the acceptance along with the reviewer's comments.

If your abstract is accepted as a presentation then the next step is to resubmit:

5. **Resubmission:** Author to resubmit abstract according to the reviewer feedback.
- If the committee are not satisfied with your revisions your abstract will not be accepted for the program
 - Further details of resubmission will be provided in the acceptance email.
6. **Registration:** Presenting author to register for the conference at the reduced speaker rate by **14 May 2019**.
7. **Approval:** Resubmission is approved by the committee. If the committee are not satisfied with your revisions your abstract will not be accepted for the clinical program.

Successful presenters have been allocated 15 minutes for their presentation.

For those who are selected for a poster – the posters will be displayed for the duration of the conference, however we ask you to stand near your poster during your lunch poster session to answer any questions delegates might have.

Additional information:

Reference notation: You may not need to reference but if you do, the reference notation should be numbered. It should be consistent.

Spelling/Grammar: Australian usage only Macquarie Dictionary and AGPS Style Manual for Authors, Editors and Printers preferred. Do not use American spelling (eg organisation should be used, not organization).