Abstract Terms and Conditions

Please read this information carefully before submitting an abstract. When submitting your abstract, you will be asked to indicate whether it is a scientific (Original research) or non-scientific abstract (Case study, literature review, clinical audit etc). Please read this document so you are clear about each of these types. By submitting an abstract you have agreed to these terms and conditions.

For Scientific Abstracts:

The abstract must be structured under the following headings: Objectives, Methods, Results, Discussion/Conclusion and References.

For Non-Scientific Abstracts:

The abstract should describe a situation, a problem or a practice with adequate reasoning and evidence to support a point of view. For commentary, it is not necessary to provide headings. Case studies must be structured under the following headings: Introduction, Case Presentation, Management and Outcome, and Discussion.

Presentation types

Authors will also be required to indicate their preferred presentation format when submitting an abstract. They are required to select **Oral,** or **Poster.** At ASMIRT 2023 we are introduction two new presentation styles – **SYD Talks** and **Lightning Five.**

Oral presentations will be 15 minutes (12 minutes + 2 minutes Q&A + 1 minute for introduction). Longer presentation formats are also available. Requests for a longer presentation should be sent to **conferences@asmirt.org** so these can be considered by the scientific program committee. Decisions will be dependent on relevance to the conference and session and time availability.

SYD Talks will be 15 minutes (14 minutes + 1 minute for introduction, no Q&A) with no lectern, no notes and limited slides. All abstracts for this presentation type will need to be accompanied by a 60 second sample presentation video to be uploaded during the abstract submission process. Note - abstracts submitted for this style of presentation will not be blind peer reviewed.

Lightning Five talks will be 5 minutes (4 minutes + 1 minute introduction, no Q&A) with a maximum of five slides.

Posters will be presented as physical posters in 2023 using a new design concept, allowing delegates to more easily identify the content and outcomes of the work and thus more engagement and efficient learning outcomes. You may choose to use the Poster template provided however, your poster MUST contain a QR code linking to additional information, research data or your abstract. If your abstract is accepted as a Poster, you may be requested to be available for a moderated Q&A session during the program breaks.

View an informative video on creating a winning Poster here.

General

- You grant ASMIRT non-exclusive rights to publish, reproduce, distribute and store your abstract.
- Research, audit or quality improvement (QI) projects involving humans and animals must comply with international ethical standards such as the Declaration of Helsinki. Authors must also comply with research and QI ethics guidelines from their local human research ethics office. **Any abstracts without prior ethics approval will not be accepted**.
- In order to ensure the integrity of the double-blind review process, **please remove any mention of hospital/university/workplace** from your abstract and title.
- Patients reported in case studies must be de-identified. Authors must also comply with the hospital's policy of obtaining permission from the patient or their carer.
- Trade names cannot be mentioned in the title. However, trade names in brackets will be accepted in the body of the text.
- If the author(s) have any commercial interests or associations that might pose a conflict of interest regarding this submission, they must be declared at the end of your abstract submission.
- If accepted for presentation, the commercial interest or association must be declared on the title slide or the slide immediately following the title slide.
- The author is responsible for the accuracy of the abstract.
- Authors may submit more than one paper.
- Abstracts should use the Vancouver style of referencing as used by JMRS.
- Unsure who should be included as an author on your abstract? Please follow this link for clarification:

Student Submissions

Students are required to have their abstract reviewed and approved by an academic supervisor from the University in which they are enrolled, prior to submission.

If accepted, the Supervisor's name and contact details must be provided and included in the first slide of the resulting presentation. The expectation is that the supervisor will inform/be involved in the preparation of the final presentation also.

Abstract Format

- Abstracts must be uploaded into the text box through the presentation portal in the abstract submission system. Please note there is a special characters keyboard available for superscript in your abstract and references.
- The total length of the abstract should be no more than 250 words
- Speaker bios should be entered and are limited to 100 words. These will be used by the session chair to introduce you when presenting at the conference, if accepted, so please make them informative and written in the third person eg David graduated from... /Mary is currently....
- One graph, table, figure or supporting image can be uploaded during abstract submission if it is essential for the overall understanding of the abstract and must be labelled and referred to in the abstract.
- Abbreviations should be defined at first mention.
- References should be included if they support the abstract. These references are not included in the 250 word count and must be directly cited in the abstract using the JMRS Vancouver referencing style.
- To maintain the standard of excellence for the conference abstract supplement, ASMIRT reserves the right to edit and amend any spelling, grammatical or formatting errors in

abstracts prior to publication. In order to ensure the integrity of your abstract remains intact please thoroughly review your abstract for formatting, grammar and spelling before submitting.

- Once an abstract has been successfully submitted you will receive a confirmation email. We encourage you to keep a copy of the abstract you submitted for your reference.

After the Submission

The reviewers will judge the abstracts using some or all of the following criteria (please see marking rubric):

- relevance to the conference theme/s
- standard of reporting and English language
- clarity and readability of the abstract
- title reflects the content of the abstract
- methodology is suitable for the objectives
- point of views are supported by reasoning and evidence
- conclusions confirmed by objective results
- complying with ethics standards
- scientific value
- potential clinical value
- originality and novelty of the work

Please refer to the [abstract marking rubric] for further detailed information regarding each of these criteria.

Using the email address provided during submission, the submitting author will be notified as to whether or not their abstract has been accepted. If accepted, authors will also be informed as to whether their presentation will be a Poster, SYD Talk, Lightning Five or an Oral presentation. Specific dates and times of presentation will be provided ASAP, once the program is completed.

Submitting authors will be notified early December 2022 of their acceptance to present at the conference and will be required to confirm by mid December 2022 that they will attend the conference and present their presentation.

If you need to withdraw your abstract, a written statement reflecting the reasons for this decision must be sent to: [conferences@asmirt.org].

Review and Selection

Abstracts will be double blind reviewed by a panel of experts selected by the Scientific Program Committee.*

Selection will be based on the abstract review scoring criteria. The decisions of the review process are final and cannot be disputed.

Speaker Registration

A condition of abstract acceptance is that at least one of the presenting authors must register to attend as a full delegate and pay the appropriate registration fee by **Monday 30 January 2023**. Should one of the presenting authors not register by this time, the presentation may be removed from the program. A co-presenter is permitted on the basis that they have registered for the day of their

presentation. Where there is more than one presenter, it is important that the presentation time is strictly adhered to, so enough time is available for questions.

Publication Policy

All abstracts accepted for presentation (Oral, SYD Talk, Lightning Five or Poster) will be published in the official abstract book of the conference. It is envisaged that this will be through a JMRS (Journal of Medical Radiation Sciences) abstract supplement, and will be available through the Conference online system and through the JMRS / Wiley app. As this is published in JMRS you need to ensure that local and international ethical standards are complied with.

Recording of Presentations

All presenters agree to have their presentation recorded and applicable resources available through the Australian Society of Medical Imaging and Radiation Therapy (ASMIRT) online systems. This agreement is non-exclusive and royalty-free. Presenters/authors agree that the content is theirs to share and that ASMIRT is not responsible for the content of the material presented.

Any authors / presenters who are unable to commit to this need to email conferences@asmirt.org with the reason for this, and request consideration for an exemption. Any exemptions granted will be confirmed in writing.

Privacy

By submitting an abstract presenters give permission for their name, bio and image (if uploaded) to be available through the Conference App / online system, and in delegate or sponsor lists.

Plagiarism

ASMIRT regards plagiarism as serious professional misconduct. If plagiarism is identified, the abstract and any other abstracts submitted by the same author will be rejected.

*Abstracts submitted for consideration for a SYD Talk will not be blind peer reviewed as the identity of the author will be known from the sample recording.