



Call for Papers Submission Guidelines, Presentation Formats and Prizes

The Scientific Program Committee of the 76th National Scientific Congress (NSC) of the Australian Society of Anaesthetists (ASA) invites you to submit an abstract of your research for presentation as a free paper at the Congress in Perth.

Online abstract submission via the Congress website (www.asa2017.com.au) will open on **Tuesday 22 November 2016** and abstracts are due by **Wednesday, 17 May 2017**.

Before preparing your abstract and completing the submission process, please read this document carefully.

Presentation Formats and Prizes

There are three formats of presentations of scientific research at the annual National Scientific Congress – oral presentation, poster presentation and static poster display.

The prizes available are:

- Gilbert Troup ASA Prize – awarded for the best oral presentation of research;
- ASA Best Poster Prize – 3 prizes for the best poster presentations;
- ASA TRAINEE Poster Prize – awarded for the best poster presentation for research done by an ASA TRAINEE member.

Please Note: Submission for a prize category is open to ASA Members ONLY

These are all described in detail below.

Important notes:

- The default presentation format is the Poster Presentation.
- An applicant may opt to present their research in the Gilbert Troup ASA session. If the presentation is accepted into this category, it will no longer be eligible for other awards, including the ASA Best Poster Prizes and the ASA TRAINEE Poster Prize.
- In addition to the ASA Best Poster Prizes, an ASA trainee may also opt to enter their research as a poster presentation in the ASA TRAINEE Poster Prize session. If accepted for both prize categories, they are then expected to present their work in both prize sessions in order to be eligible to win a prize in one or both categories.
- There is also a static Poster Display for those not wishing to present their research in a prize session or who are ineligible to do so according to the eligibility criteria (see below). This format does not offer any prize. The applicant must select this option during the abstract submission process.

Abstract Submission Guidelines

Submission of the abstract is only via the portal on the NSC 2017 website. Please ensure you have read through the information provided on the Call for Papers page of the Congress website and below in regards to the submission of your abstract.

Lodgement of the abstract acknowledges you agree to the terms and conditions detailed below.

For ease of submission, please download the [Abstract Template](#) file (.docx) and use that to construct your abstract. The headings are an indication of the expected format. In addition to the maximum 400-word count of abstract text, ONE graph and/or ONE table of direct relevance to the results may be included. The list of authors and affiliations does not count towards the abstract word count. Any abbreviations must be spelt out on first use. The template lists the font details for the abstract.

No hardcopy, faxed or emailed submissions will be accepted.

Important

- Please remember that submitting an abstract does NOT automatically register you as a Congress delegate. Congress registration must be done online later.
- All communications regarding your abstract submission will be sent to the email address you enter when submitting.
- We recommend that the email address belongs to the main author who will be presenting at the Congress.

Abstract Review Process

Please note that the space available for presentations is limited and the Congress attracts a large number of submitted abstracts. Preference will be given to abstracts of the highest quality as judged by the Scientific Program Committee.

The eligibility criteria are described in the prize descriptions below. The quality of the abstract is rated based on the content (originality, methods, data analysis, and conclusion), the clinical relevance and the quality of the written text.

Please note: Applicants may be offered a presentation format different to that applied for and not all applications may be accepted.

All applicants, successful or otherwise, will be notified within an appropriate time frame to allow registration during the Early Bird Registration phase.

Submission Requirements

All successful applicants will be required to design, print and bring with them a poster for display for the duration of the Congress. The ASA considers the physical display of a poster, with the availability of the author to discuss their work, to be an important component of the Congress. A full description of the poster requirements and other details will be sent out once your abstract has been accepted.

In addition, each poster must be provided to the Congress in an electronic format (PDF) so that it can be viewed on computers, tablets and smart phones by the delegates, both during and after the Congress. These PDFs will remain available via the ASA website for a period after the Congress.

Notes:

- The deadline for all abstract submissions is Wednesday, 17 May 2017
- Accepted presenting authors will be required to pay and register for the Congress by the end of Early Bird registration. Failure to pay will result in the abstract being withdrawn.
- If the presenting author is unable to attend the Congress, please notify us of an alternative presenter or withdraw the abstract. Any alternative presenter must also register for the Congress.
- The abstract submission is a separate process from registering as a delegate for the Congress.
- Submissions must be in English.

Abstract Size:

- Abstracts of no more than 400 words may be submitted;
- ONE graph and/or ONE table of direct relevance to the results may be included;
- The title, author lists and affiliations do not count towards the word count.

Terms and Conditions

By submitting an abstract for presentation, you agree to the following terms and conditions:

- You have read, agreed to and meet the eligibility criteria and presentation format requirements of the research sessions that you have applied for.
- Accepted authors will pay and register for the Congress by the given deadline. Failure to register will result in the abstract being withdrawn.
- The acceptance of an abstract does not imply provision of travel, accommodation or registration for the NSC, nor any other costs associated with preparation or presentation of the abstract, or any costs associated with attendance at the NSC.
- You give the ASA NSC permission to publish your abstract and/or PowerPoint presentation on the Congress or ASA website, on CD ROM, USB drive and in the Congress Handbook if it is accepted for presentation.
- You give the ASA NSC permission to film or photograph your presentation at the Congress, post it on the Congress or ASA website or distribute it to ASA delegates via USB drive, CD-ROM, hardcopy or online.
- You give the ASA permission to publish your abstract in the journal of the ASA, *Anaesthesia and Intensive Care*.
- You confirm that the submission has been approved by all authors.
- This is original research and that you are not submitting an abstract of research previously presented elsewhere.

Important Dates

- Deadline for submission of abstracts: *Wednesday, 17 May 2017*
- Authors advised of submission result: *June 2017*
- Early Bird Registration deadline: *July 2017*

NSC Research Prize Descriptions

This information is derived from the ASA Bylaws.

GILBERT TROUP ASA PRIZE

Please Note: Submission for a prize category is open to ASA Members ONLY

Background

The Gilbert Troup ASA Prize commemorates the contribution to Australian anaesthesia by Dr Gilbert Troup of Perth, Western Australia. Dr Troup was the second President of the ASA from 1939–1946. Established in 1956 and first awarded in 1957, the Registrar's Essay Prize (later renamed the Gilbert Troup Award) is the ASA's oldest award – only Honorary Membership existed as an honour before it. The name was changed to the 'Gilbert Troup ASA Prize' in 1963, due to the pre-existence of a Gilbert Troup Prize in Western Australia. The Prize was subsequently incorporated into the NSC presentations in 2012 as a formal oral presentation.

Form of the Prize

The prize includes a medal, known as the Gilbert Troup Medal and cash prize of \$7,500.

It will be announced and awarded by the President or Past President at an appropriate time during the NSC.

The author(s) will be invited to submit the prize-winning abstract to *Anaesthesia and Intensive Care*, the journal of the ASA, for assessment for publication.

Terms of Reference

In October 2002, the ASA Council changed the requirements for the prize such that it is to be awarded annually to the paper adjudged as the 'Best Paper' presented during the Gilbert Troup ASA Prize session at the national Congress. Applicants submitting abstracts for acceptance at the NSC may elect to deliver an oral presentation for consideration for the Gilbert Troup ASA Prize.

The 'Call for Papers' for each NSC will describe the process to apply for the Gilbert Troup ASA Prize. A maximum of six free papers will be accepted for consideration for the Gilbert Troup ASA Prize at each Congress.

Important: Once an abstract has been accepted for inclusion in the Gilbert Troup ASA Prize session, it will no longer be eligible for other NSC research prizes.

Criteria for Eligibility:

- Application is open to ASA members only.
- The presenter must be one of the authors of the abstract and an ASA member
- The abstract must be based on original research, the majority of which has been performed in Australia.
- The principal content of the abstract must not have previously been presented at a national meeting in Australia or New Zealand.
- An individual may only submit one abstract for this prize category.
- A research group is eligible to submit more than one paper for consideration for the Gilbert Troup ASA Prize, but both the first author and the presenter for each accepted paper must be different.

Presentation Description

Those accepted for presentation at the Congress will deliver a detailed ten (10) minute oral presentation with slides discussing their aims, methods, results and conclusions. This will be followed by a five (5) minute question period led by the adjudicators and moderated by the session Chair.

Applicants whose abstracts are accepted for inclusion in the Gilbert Troup ASA Prize session will be required to bring a poster to display and to supply a pdf version of the poster to enable viewing electronically, in order to maximize exposure of their work.

The precise presentation requirements for each NSC will be sent out prior to each Congress.

Adjudicating Panel

The NSC Scientific Program Convenor and the Chair of the APRG Committee will appoint a panel of three members to adjudicate the Gilbert Troup ASA Prize session at the NSC. The Chair of the APRG committee or their nominee will chair these sessions and may serve on the adjudicating panel if suitable.

ASA BEST POSTER PRIZES

Please Note: Submission for a prize category is open to ASA Members ONLY

Background

These prizes were originally known as the Boots/ASA Young Investigator Awards and were first awarded in 1984. They were initiated through sponsorship by Boots Healthcare Australia, subsequently Boots/Portex and then Smiths Medical Australia. In 2005, the title of the award was changed to reflect the latest change in business name to 'Smiths Medical/ASA Young Investigator Awards'. In 2012 a rearrangement of the NSC research prizes saw the combination of the 'Smiths Medical/ASA Young Investigator Awards' and the 'ASA Best Poster Presentation' to form the Smiths Medical/ASA Best Poster Prizes. Smiths Medical Australasia ceased their sponsorship in 2014.

The awards were originally judged on the submission of the text of a full oral presentation prior to the annual National Scientific Congress (NSC). In 2009 this process was changed, such that applicants only submit an abstract of their paper and nominate for consideration of the prize. The awards were then judged at the NSC by an adjudication panel and up to three awards presented during the Congress.

Form of the Awards

The ASA fund awards three prizes at each NSC to the value of \$4,000, \$2,500 and \$1,500 respectively for recipients judged first, second and third by the adjudicating panel together with a certificate.

They will be announced and awarded by the President or Past President at an appropriate time during the NSC.

Terms of Reference

The ASA Best Poster Prizes aim to encourage research by investigators working in the fields of Anaesthesia, Intensive Care and Pain Medicine. This research must be displayed as a poster and presented as a short oral presentation at the annual National Scientific Congress.

Criteria for Eligibility:

- The investigator must be working in the fields of Anaesthesia, Intensive Care and Pain Medicine.
- The principal content of the abstract must not have previously been presented at a national meeting in Australia or New Zealand.
- The presenter must be one of the authors and an ASA member.
- An individual will only have one abstract accepted for this prize category.
- A research group is eligible to submit more than one abstract for consideration for the ASA Best Poster Prize, but both the first author and presenter for each accepted abstract must be different.

The total number of abstracts accepted for consideration for the ASA Best Poster Prize is not restricted and will be determined by the NSC Scientific Committee according to the quality of the applications.

Presentation Format

Applicants whose research is accepted for inclusion in the ASA Best Poster Prize session(s) must bring a poster to display and must also supply a pdf version of the poster to enable viewing electronically, in order to maximize exposure of their work. The presenter will be allocated a place during the Best Poster Prize sessions at the Congress and will deliver a short

three (3) minute oral presentation, with limited slides, discussing the aims, methods, results and conclusions of their research. This will be followed by a seven (7) minute question period led by the adjudicators.

The precise presentation requirements for each NSC will be sent out prior to each Congress.

Adjudicating Panel

The NSC Scientific Program Convenor and the Chair of the APRG Committee will appoint an adjudicating panel of three members to adjudicate the ASA Best Poster session(s). To allow consistency and comparison across the sessions, at least one member will serve on all the adjudicating panels. The Chair of the APRG committee or their nominee will chair these sessions and may serve on the adjudicating panel if suitable.

ASA TRAINEE POSTER PRIZE

Please Note: Submissions for this prize category is open to ASA Trainee Members ONLY

Background

The ASA TRAINEE Poster Prize was introduced in 2011 and is only open to ASA TRAINEE members who present their research as a poster at the National Scientific Congress.

Form of the Awards

The prize consists of a certificate and \$500.

The prize recipients will be announced and awarded by either the President or Past President during the NSC.

Terms of Reference

The prize is to be awarded annually. The objective of the prize is to encourage trainees and ASA TRAINEE members to present scientific research in a clear, concise and visually attractive manner.

Criteria for Eligibility:

- All trainees presenting a poster in this category must be a Group of ASA Clinical Trainees (ASA TRAINEE) member.
- Posters submitted must be based on original research in the fields of Anaesthesia, Intensive Care and Pain Medicine.
- The principal content of the poster must not have previously been presented at a national meeting in Australia or New Zealand.

Inclusion for consideration of the ASA TRAINEE Poster Prize does not preclude the applicant from also being eligible for one of the three ASA Best Poster Prizes.

Application Review Process

The NSC Scientific Program Convenor and the Chair of the APRG Committee will appoint an adjudicating panel of two members prior to the NSC to review the applicants for the ASA TRAINEE Poster Prize. A maximum of ten (10) posters will be short-listed by the panel to be displayed with other posters at the NSC and from this group three (3) will be invited to present their poster to the adjudication panel and ASA TRAINEE members during the ASA TRAINEE program at the NSC. The criteria for short-listing for the ASA TRAINEE Poster Prize will be determined by the Chair of the APRG Committee.

Presentation Format

Applicants whose abstracts are accepted for inclusion in the ASA TRAINEE Poster Prize session must bring a poster to display and must supply a pdf version of the poster to enable viewing electronically, in order to maximize exposure of their work. The applicant will deliver a short three (3) minute oral presentation with limited slides discussing the aims, methods, results and conclusions of their research. This will be followed by a seven (7) minute question period. The process will be controlled by the session Chair, but questions will be welcome from ASA TRAINEE members and guests attending the presentations. The precise presentation requirements for each NSC will be sent out prior to each Congress.

Of note: The presentation described is in addition to the presentation for the ASA Best Poster Prize. To be eligible for both prizes, the applicant must present the poster in both sessions.