



## ADEA 2021 Call for papers

You are invited to submit an abstract to ADEA for the Australasian Diabetes Congress 2021.

The Congress has much to offer you if you are a scientist, researcher, clinician working in diabetes or have an interest in gaining more knowledge about diabetes.

**ADC 2021 call for papers close on Monday 31 May 2021, 11:59 PM AEST.**

### PLEASE NOTE BEFORE YOU SUBMIT

- Read through this entire document before proceeding
- All submissions must be made via the online portal in X-CD
- Ensure ALL authors/presenters are aware of, and agree with, the abstract details as well as the submission terms and conditions.

## Important Information

### VIRTUAL PRESENTATIONS

ADC 2021 is planned to be an in-person event with some virtual attendance options. We will continue to monitor developments with COVID-19 and provide updates as needed. Potential speakers should be aware if your submission is accepted into the program, you should be willing to present virtually if required. Virtual presentations will be either live or pre-recorded and may include a live Q&A component. Specific details of the presentation format will be provided upon notification, and successful presenters will be provided with training and support if this is required. Please note If you are submitting an abstract from overseas you will need to present this virtually.

### Abstract Format

Abstracts can include original research; systematic reviews; program, project and service delivery evaluations and quality improvement evaluations.

Abstracts need to be structured under the following sub-headings: Aims, Methods, Results and Conclusions. The abstract should not repeat the title, authors and affiliations. Abstracts that either do not report results or state results are pending, will not be accepted.

- **Aims:** Reflects pertinent background information and the purpose of the study (the hypothesis that is being tested);

- **Methods:** The research design, setting for the study (or studies if a review), the participants (number and type), the treatment or intervention, and the type(s) of statistical analysis used;
- **Results:** The outcome(s) of the study and, if appropriate, its/their statistical significance;
- **Conclusions:** The significance of the results.

### **Abstract submission information**

Submissions should be no longer than 300 words (excluding title and other contact details). Further details will be provided to accepted presenters.

- All abstracts must be submitted in English.
- All abstracts submitted must be original work.
- The author is responsible for the accuracy of the abstract.
- All presenters of accepted submissions are expected to register and pay to access the Congress.
- The acceptance of an abstract does not imply provision of registration for the Australasian Diabetes Congress 2021, nor any other costs associated with preparation or presentation of the abstract, or any costs associated to the congress.
- All abstracts are reviewed by members of the Congress Scientific Program Committee. The Committee's decision is final.
- By submitting your abstract, you agree to have your abstract (if accepted) published on the congress website, app and in printed material.
- By submitting your abstract, you agree that this abstract may be published in a journal publication (negotiations regarding this option are currently being explored).
- Do not include references in your abstract
- Special symbols and formatting are to be used sparingly. Once your submission is complete, please read your abstract in full to ensure the symbols are displayed correctly.
- Proposed studies/presentations should be significantly advanced or completed at the time of abstract submission.

### **Presentation Type**

For each abstract, you must indicate the presentation format for which it is being submitted from the following options. Note that your proposal will only be considered for the option you select.

1. Oral Presentation – a 10 minute oral presentation, using PowerPoint slides, presented by one nominated author. Sessions will include time for audience questions.
2. E-poster Presentation – a 3 minute oral presentation in front of the E-poster, presented by one nominated author. Sessions will include time for audience questions. The authors will have the opportunity to have their E-poster in the

Exhibition Hall for the entire duration of the Congress for delegates to view. E-posters will be available for viewing on the virtual platform via touch screens at the venue, on your smart device or on your computer from the comfort of your desk.

3. E-poster - authors will have the opportunity to have their E-poster in the Exhibition Hall for the entire duration of the Congress for delegates to view. E-posters will be available for viewing on the virtual platform via touch screens at the venue, on your smart device or on your computer from the comfort of your desk.

### **E-poster Format:**

E-posters can be up to 4 PowerPoint slides to showcase your work. Official E-poster guidelines will be made available on the ADC website closer to the congress.

### **Awards**

Each year awards are given to recognise outstanding quality work. During the congress, work is judged using the criteria outlined for preparing abstracts as well as the presentation/poster.

To be eligible for an ADEA prize, you must be a current ADEA member and provide your ADEA membership number

If you do not want to be considered for one of the below Awards please select "None".

- ADEA Best Oral Presentation
- ADEA Best New Presenter Oral Award
  - NOTE: to be eligible for this award, you must be presenting at an ADC (or previous ADS-ADEA National conference) for the first time.
- ADEA Best Poster Presentation
- ADEA Best New Presenter Poster Award
  - NOTE: to be eligible for this award, you must be presenting at an ADC (or previous ADS-ADEA National conference) for the first time.
- Dietitians Australia Dietetics Research Prize
  - NOTE: to be eligible for this award, you must be a current Dietitians Australia member and presenting on a nutrition/dietetic-related topic.

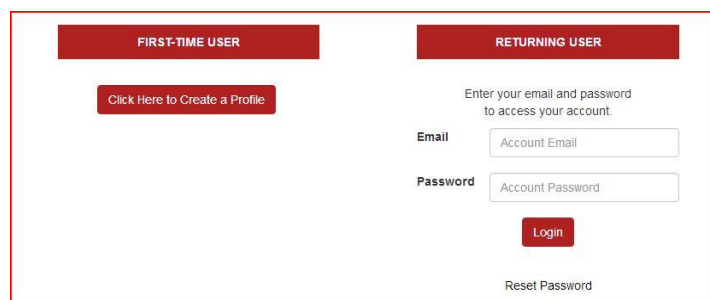
## Online Submission Instructions

### A. Register as a user in the online abstract submission system

The online form will require you to submit your abstract in two steps:

- Register as a user and then submit the abstract information – complete the fields
- Add any additional authors/presenters  
(Please ensure profiles linked to a submission are correct and up-to-date. Once an abstract is submitted, any updates to additional authors/presenters can only be made by the additional authors/presenters themselves via a separate login they will receive with the automatic abstract confirmation).

To create a new user profile select **FIRST-TIME USER** login and select **Click Here to Create a Profile**



Select the **RETURNING USER** section to view/update your abstract or update your profile once your abstract has been submitted.

Once you create your profile, you will be automatically logged in to submit your abstract.

We recommend bookmarking this page as a favourite.

### B. Submit an abstract

Please read the instructions on the screen carefully and complete the fields in the submission form. The submission can be edited until the system is closed.

Select the relevant submission form.

Select **Click Here to Start** a new abstract



## **ORAL / POSTER ABSTRACT SUBMISSION QUESTIONS**

Please see below for the questions that will appear on the online submission form.

### **1. TITLE (max 200 characters)**

Enter the full title of your abstract. The title should be as brief as possible but long enough to clearly reflect the nature of your abstract. This title may appear in all Congress information (includes print, website, App and social media).

The title should be written in sentence case (not be all caps). Capital letters should only be used at the beginning of the title, for a proper noun or after a colon.

### **2. ABSTRACT (max 300 words)**

The abstract should not repeat the title, authors and affiliations (abstracts will be blind reviewed).

ADEA requires a structured abstract organised under the following headings:

- **Aims:** Reflects pertinent background information and the purpose of the study (the hypothesis that is being tested);
- **Methods:** The research design, setting for the study (or studies if a review), the participants (number and type), the treatment or intervention, and the type(s) of statistical analysis used;
- **Results:** The outcome(s) of the study and, if appropriate, its/their statistical significance;
- **Conclusions:** The significance of the results.

**References** are not to be included.

**Special Symbols and Formatting** are to be used sparingly. Once your submission is complete, please read your abstract in full to ensure the symbols are displayed correctly. If not, please click on the 'Special Character' icon on the screen to see the list of available characters to insert.

**Tables** may be used however, If you are using a table anything in this table will be counted towards your total word count.

Any abstracts exceeding the word limit and not using the above format will not be accepted

### **3. ADEA CATEGORY**

Please indicate category:

- Clinical Practice
- Program Evaluation
- Review of Resource Delivery
- Service Delivery
- Quality Improvement Delivery

### **4. PRESENTATION TYPE**

Please choose your preferred means of presentation:

- Oral
- Poster
- Either

### **5. CONFLICT OF INTEREST**

Does the author/s have any commercial interests or associations that might pose a conflict of interest regarding this submission?

- Yes
- No

If 'Yes' is selected, please list the conflict of interest.

If this abstract is accepted for presentation, you must provide a statement on any potential conflicts of interest at the commencement of the presentation and/or on any slides or poster.

### **6. ADEA AWARDS**

Each year awards are given to recognise good quality work. During the congress, work is judged using the criteria outlined for preparing abstracts as well as the presentation/poster.

To be eligible for an ADEA prize, you must be an ADEA member.

If you do not want to be considered for one of the below Awards please select "None".

- ADEA Best Oral Presentation
- ADEA Best New Presenter Oral Award
- ADEA Best Poster Presentation
- ADEA Best New Presenter Poster Award
- Dietitians Australia Dietetics Research Prize
- None

Member Number

If you have selected an award please provide your active ADEA member number. Please note you must be an active member to be considered for these awards.

## 7. TERMS AND CONDITIONS

By submitting authors must agree to the following terms and conditions;

- I declare that the submissions are the original works of at least one author/presenter.
- If the submission is accepted, I confirm that at least one author will register and pay to attend and present the paper at the congress.
- No funding is provided to presenters. Any presenter not registered for the congress by the deadline specified in the acceptance email may have their abstract removed from the proceedings and program.
- If third party material is used in the submission, I promise it does not and will not breach any existing Intellectual Property or a third party's Intellectual Property or Moral Rights.
- I give permission on behalf of all presenters and affiliations associated with the abstract submission, that this abstract may be published in a journal publication.
- I give permission on behalf of all presenters and affiliations associated with the abstract submission, for the Abstract and PowerPoint to appear on the ADC 2021 Congress website, Congress phone app, and in printed Congress material if it is accepted for presentation.

Please note that your abstract will be published as supplied, but you do have the option to provide an amended version of your PowerPoint, which will be converted into PDF, should some of the content not be suitable for publication.

- Yes, I/we give permission

## 8. VIRTUAL PRESENTATIONS

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Please indicate your ability to present this submission virtually if required

- Yes, I am able to present this submission virtually if required
- No, I am not able to present this submission virtually

## SUBMIT

Once you are satisfied with your submission, select SUBMIT.

**NOTE:** Once you submit your abstract, you will receive a confirmation email with a submission number and information. You may login at any time prior to the site closing to update your submission.

### C. ADDING CO-AUTHORS

When you have finished creating a new submission, X-CD will automatically assign you as a main presenter. Once you have completed all submission fields, you will then be directed to add your co-authors/presenters or select SKIP.

If adding co-authors, each co-author will also receive a confirmation email with your contact information and their login information. All co-authors have *Read only* access, unless you assign a co-author to be a presenter. Presenters have *Read/Write* access.

To prevent duplicates, first search for an existing contact using the search box.

You can assign co-authors by:

- **Selecting an existing contact from the drop-down menu** (someone who already has a user profile). Begin by typing part of their last name. Make sure to select the correct person, in the correct organisation. Co-authors will be added to your abstract and will be sent an automated email with login instructions and details of the abstract. For privacy reasons, you will NOT be able to view an existing profile in X-CD. If you select someone from the drop down menu, please follow up with this person to ensure they have received the email with the instructions on how to login and check/update their own profile.

OR

- **Adding a new contact** (someone who does NOT have a user profile, or may work for a different organisation than listed). You must enter their email address and other required contact information. Please note that you will not be able to edit the information once you hit 'Add Co-Author' button. Co-author/s will be sent an automated email with login instructions and details of the submission. Follow up with your co-authors!

Under **Authors**, you can also update the order of the authors by dragging and dropping as well as define the 'Primary Presenter'.

### Updating an abstract

Authors may login to edit/update the submission until the call for papers closes on 17 May 2021. This can be done by logging in as a RETURNING USER and selecting Edit Abstract OR Authors as per below.



### Withdrawing an abstract

If you want to withdraw an abstract, please contact the Conference Office in writing via email to [adc@thinkbusinessevents.com.au](mailto:adc@thinkbusinessevents.com.au). Please note that withdrawals need to be communicated in



writing by the author who originally submitted the abstract, and in doing so, the Conference Office assumes that all other authors/presenters have been informed of the withdrawal.

## **Enquiries**

### **ADC 2021 Conference Office**

Think Business Events

Email: [adc@thinkbusinessevents.com.au](mailto:adc@thinkbusinessevents.com.au)

Phone: 03 9417 1350

For easy reference, please always include the reference number and title of your presentation in your email.