Submission Instructions

1. Choose the type of abstract you would like to submit

   - **Research and Clinical Abstracts**: submit here

   - **Clinical Excellence Showcase**: submit here

   - **Workshop:** submit here

2. To get started you will need to register as a new user.
   You can register through your:
   - Google account
   - Linked-In account
   - With an email address

   Please keep your login details safe. You may login to the system any time before the abstract closing date to amend your submission(s) if necessary. This login will also be used for conference registration (opening soon).

3. Follow the online form as per the outline in the table below
   - You can open a preview to view your submission before you submit
   - Once you have entered the details click "submit"
   - You can then "amend" or "continue" (top of page)

4. You can submit multiple abstracts in each category by using the appropriate category submission link at Step 1 and logging in using the same details.

5. You will receive a confirmation email regarding your submission(s).

   Abstract submission deadline: Monday 16th March, 2020.
   Any queries can be directed to acra2020asm@gmail.com

	Research abstract	Clinical abstract	Clinical Excellence Showcase	Workshop
Title	Enter the FULL TITLE of your submission. This will be used for printing the final program. (max 100 words)			
Authors & affiliations	You must enter the names of all authors here and designate the presenting author			
Workshop facilitator biography				Please enter a brief biography of the lead workshop facilitator. (100 words)
Abstract content	Please enter an abstract of your paper. You can insert a **maximum** of one small table or one image here.			

	SUGGESTED HEADINGS:
	
	• **Background:** Outline the knowledge gap/why is this topic important. State the aim of your research.
	• **Methods:** Succinct description of study design and methodology including <u>P</u>opulation/problem; <u>I</u>ntervention/Exposure; <u>C</u>omparison/control (if applicable); and <u>O</u>utcome measure? What data were collected and how were they managed/ analysed?
	• **Results:** What did you find/discover? Be succinct yet give the reader a summary analysis of the data and any table or figure.
	• **Conclusions/Implications:** What can be concluded from the project? Keep your conclusions reasonable and ensure they can be confirmed by the findings of your work. What are the health/policy implications, and implications for future work?
	
	(max 250 words)
		SUGGESTED HEADINGS:
		
		• **Background/Rationale:** Indicate why the topic is important (knowledge gap). Why was your project undertaken?
		• **Methods:** Succinct description of what was done and how, by whom, involving whom and where? What measurements were taken and how?
		• **Outcomes:** What did you find/discover? Be succinct yet give the reader a summary analysis of the data and any table or figure.
		• **Implications for practice:** What are the clinical implications of this work? What can other practitioners learn? How might this change practice?
		• **Conclusions / Key messages:** What can be concluded from the project? Keep your conclusions reasonable and ensure they can be confirmed by the findings of your work. What are the suggestions for future work?
			SUGGESTED CONTENT:
			
			These abstracts do not require structured headings but suggested content is below:
			
			• What was the problem you were faced with or gap you needed to fill?
			• How did you go about it? What did you do? What steps did you take?
			• What outcomes have occurred as a result of your innovation/project?
			• Lessons learnt from the process that you can share with others
			• What didn't work – we are interested to hear about this too!
			
			(max 250 words)
				SUGGESTED CONTENT:
				
				• The title of the workshop
				• Workshop lead facilitator biography
				• Names and roles of other workshop members (maximum of 5 including the facilitator)
				• The body of the workshop proposal should cover:
				  o Objectives of the workshop
				  o What information will be presented
				  o Interactive activity description
				  o How the workshop will meet the needs of the ACRA community
				
				(max 500 words)

		(max 250 words)		
Permission to publish	Check box to give us permission to publish your submission on electronic media and hardcopy if it is selected for presentation			
Author approval	I confirm that this submission has been approved by all authors			
Author attendance	I confirm that at least one author will register in full to attend and present the paper at the conference			
Presentation	Please choose your preferred method of presentation - Oral - Poster - Either	N/A	N/A	
Categories	Please choose a subject category which best describes your submission - Research - Clinical	N/A	N/A	