

The Australasian Association of Clinical Biochemists and the Australian Institute of Medical Scientists Conference Organising Committee invites delegates to submit abstracts for the AACB AIMS Combined Scientific Meeting.

**KEY DATES:**

<b>Call for Abstracts close</b>	<b>1 June 2010</b>
<b>Notification of Acceptance</b>	<b>26 July 2010</b>
<b>Early bird Registration closes</b>	<b>13 August 2010</b>
<b>Presenter registration deadline</b>	<b>13 August 2010</b>

## Instructions for Authors

Please read the following guidelines **BEFORE** submitting your abstract.

### ABSTRACT SUBMISSION

**Abstracts must be submitted online.**

**They must be submitted as a WORD document.** A **sample abstract** has been provided to assist you in following the required format – the sample abstract is available to download from the Conference website - [www.labmeetings.com.au/aacbaims2010](http://www.labmeetings.com.au/aacbaims2010).

When saving your **word** document, please save the document using your surname e.g. 'smith.doc'. If you are submitting more than one abstract please label as 'smith1.doc, smith2.doc etc'.

When completing the online submission form, you will be asked to indicate if you are submitting an 'AACB abstract' or an 'AIMS abstract'. If you wish to submit more than one abstract, you can do this by logging-in using the 'access key' which will be provided when you have completed your first submission (this will be sent to you via email). You can then log-in to your submission file and add another abstract submission.

#### **AACB categories for submissions include:**

- Molecular/Genetics
- General Biochemistry
- Automation
- Endocrinology
- Lab Management
- Workforce Development

#### **AIMS categories for submissions include:**

- Haemtology
- Cytology
- Quality Assurance
- Immunohaematology
- Coagulation
- Microbiology
- Immunology
- Histopathology
- Biochemistry
- Genetics
- Education and Management
- Molecular Pathology

#### **All abstracts will be selected according to the following criteria:**

- Originality and interest
- Structure and clarity
- Scientific validity
- Potential significance

### Oral Presentations

Accepted Oral presentations will be presented on Wednesday 27 October 2010, from 1545-1715 (90min). Each session will consist of 6 speakers, and each speaker will be allocated 10 min of presentation plus approximately 3 minutes of question and answer time. Two minutes has been allocated for the chairpersons introduction.

AACB Oral Prizes (The 'Roche Young Presenters Prize' (for those presenters 30yrs and under) and the 'Roche Oral Presentation Prize'). *These prizes are open to AACB members who submit an abstract for the AACB oral presentation.*

An AIMS First Time Presenter Award will be awarded for the AIMS categories, to a first time presenter of a submitted paper for oral presentation. *This prize is open to AIMS members who submit an abstract for the AIMS oral presentation.*

### Poster Presentations

Posters will be on display during the conference. Presenters will be required to be at their poster at designated times to answer questions from delegates. Details will be provided once abstracts are accepted. The Poster size is limited to 1m wide and 1m high.

A poster prize will be awarded by Roche for the AACB categories. The 'Roche Poster Prize' will be presented for the best poster. *This prize is open to AACB members who submit a poster.*

An AIMS First Time Presenter Award will be awarded for the AIMS categories, to a first time presenter of a poster. *This prize is open to AIMS members who submit a poster.*

### \*\* NEW \*\* POSTER 'HOT TOPIC' SESSIONS

Authors of selected posters will be invited to make a short PowerPoint presentation (max 5 slides) of 5 minutes in the 'Hot Topics Corner'. These 'Hot Topic' sessions will run for 30minutes (providing 6 presentations) during the lunch break on Tuesday, Wednesday and Thursday. Further details will be advised once abstracts have been accepted.

The 'Hot Topics Corner' will be in the exhibition hall.

### General Information

- Abstracts must be in English.
- Abstracts must be typed in the required format – please refer to the **Sample Abstract** provided which can be downloaded from the Conference website.
- **WORD LIMIT: maximum 300 words including title and authors names. Abstracts over this limit will not be accepted.**
- Abstracts will be reproduced as submitted by the author with minimal editing.
- Abstracts should be thoroughly checked for correct spelling and grammar before submitting to the Conference Secretariat.
- Please ensure that you include all information requested on the online abstract submission form.
- Abstracts will be reviewed by the Scientific Organising Committees to evaluate clarity, content and relevance to clinical chemistry, medical laboratory science and medical science. Invited Speakers' Abstracts will not be reviewed.
- The Scientific Organising Committee reserves the right to reject unsuitable topics.
- **Please note all accepted presenters must register to attend the conference.** If you have not registered and paid by 13 August 2010 your paper may be taken out of the program.

### Format & Content

<b>Word Limit</b>	300 words <b>Abstracts over 300 words will not be accepted. If your abstract is over 300 words this will be sent back to you to reduce to the 300 word limit.</b>
<b>Font Type</b>	Times New Roman
<b>Font Size</b>	12 point
<b>Line Spacing</b>	Single
<b>Title</b>	Uppercase and Bold <b>(leave one line space between authors &amp; title)</b>
<b>Presenting Author Co-Authors</b>	Given name then Surname. Presenting author is bold and underlined. Initials then Surname. If more than one author & address insert a superscript number at the end of the surname after a comma (for each author). Left justify
<b>Author(s) Address (next line under authors)</b>	Include Dept, institution, city, state and country. If more than one author / address designate each author's address by a superscripted number before the address. Left justify
<b>Email address</b>	Insert presenting authors email address Left justify <b>(leave one line space between email address &amp; main body)</b>
<b>Main body</b>	The abstract should be an informative document able to stand alone in its content and meaning. The main body, wherever possible, should be presented under the following headings: <ul style="list-style-type: none"> <li>▪ <b>Introduction</b> (the study objectives)</li> <li>▪ <b>Methods</b> (a brief statement of methods used)</li> <li>▪ <b>Results</b> (a summary of results, including statistical significance in text; do not include tables or figures. It is not sufficient to say that results will be discussed)</li> <li>▪ <b>Conclusion</b> (a brief but clear conclusion drawn from the results shown)</li> </ul> Do NOT include, sub-headings, diagrams, tables, figures or references, biographical information, printing enhancements or formatting such as underlining, bold text, boxes etc. The content must not have been previously published. Use abbreviations with restraint. Terms must be spelt fully the first time they appear. Fully justify

### DOWNLOAD THE 'SAMPLE ABSTRACT FROM THE CONFERENCE WEBISTE.

This document has been created using the required format. It can therefore be used as a template by simply typing over the existing contents of the file.

### ABSTRACT ACKNOWLEDGEMENT

An email acknowledging your abstract account and submission should be received automatically when you first save your presenting author details. Once you have completed the abstract submission process and uploaded your abstract, you will be able to view and edit your abstract submission details by [clicking here](#) and entering your access key provided in the confirmation email. Please note that all correspondence will be sent to the e-mail address from which the submitted abstract was received.

**Authors will be advised whether their abstract/s have been accepted by 26 July 2010.**

All presenters will be required to register for the Conference and pay the registration fee; the Early Bird registration deadline is **13 August 2010**. If presenters have not registered by 13 August 2010 their paper may be taken out of the program.

### AUTHORISATION & PUBLICATION OF ABSTRACTS

By submitting this abstract you are consenting to the publication of your abstract, if accepted, in the Conference Handbook. If accepted for an AACB Abstract or AIMS abstract, you are consenting to the publication of your abstract in the respective journals as noted below.

Successful AIMS abstracts will be published in the Australian Journal of Medical Science.

Successful AACB abstracts may also be published in the supplement of The Clinical Biochemist Reviews, subject to CBR editorial team acceptance.

### AACB SUBMISSIONS ONLY

All submissions for the AACB categories must complete the below AACB Copyright and Declaration of Interest form, as part of the submission process.

#### AACB Copyright

The author/s assigns copyright to the Australasian Association of Clinical Biochemists Inc., (AACB). Statements contained therein are the responsibility of the author(s). The corresponding author should sign the Copyright Assignment form on behalf of all the authors of the abstract and return it at the time of abstract submission. The AACB reserves the copyright and renewal of all published material, as agreed in the assignment of copyright, and such material may not be reproduced in any form without the written permission of the AACB.

#### AACB Declaration of Interest

##### Definition:

A conflict of interest exists where there is a divergence between the individual interests of a person and their professional obligation to the AACB such that an independent observer might reasonably question whether the professional actions or decisions of that person are influenced by their own interests.

##### Policy of the AACB on Conflict of Interest at Scientific Conferences and Educational Activities:

Presentations made at annual scientific conferences or other educational activities and articles published in publications under the control of the AACB shall also be covered by the general principles of conflict of interest such that all authors or presenters must disclose, on the Declaration of Interest form, any affiliation with or financial involvement in, or payments or other assistance in kind from, any organisation with direct interest in the subject matter. The reason for requesting disclosure of possible conflict of interest is not to censure or exclude speakers, but to inform the audience or reader so they may decide for themselves whether or not a presentation is biased. Information from the disclosure will be disclosed to participants but will not be used to exclude speakers or authors from an activity.