

## Submitting a conference abstract

### Think submitting a conference abstract is daunting? It's not!

Submitting an abstract for presentation at the annual conference is a great opportunity to share your clinical experience, knowledge or research with your peers. At ASA conferences, accepted abstracts may be presented in the form of oral presentations or ePosters.

International and local keynote speakers will be invited to attend the conference by the ASA's Education Advisory Committee (EAC). As well as having invited speakers, there is opportunity for anyone to submit an abstract for presentation.

You may have heard the term 'to proffer a paper or abstract'. 'Proffering' is the term used when someone puts forward something for acceptance. In the case of a conference, it means that people are putting forward their presentation: perhaps an original research project, evidence-based case study, new or improved clinical technique, education overview or a presentation on sonographer health and wellbeing, for inclusion in the program. A *call for abstracts* is announced, generally about six months prior to the conference, and people can proffer the abstract for their proposed presentation. Proffered presentations can be either in the format of an oral presentation or an ePoster. You should indicate which format you would prefer, although the committee may ask you to present in the other format depending on how your presentation fits into the program. The deadline for all abstract submissions will be 10 February 2021, with all abstracts assessed by at least two peer reviewers. If you are considering submitting an abstract, it must be less than 250 words and should be structured into the following sections:

- Introduction
- Methods
- Results
- Conclusion
- Take home message

The program Committee will aim to place all proffered oral presentations within themed sessions. Your work will therefore be presented to an audience of delegates interested in your topic and alongside some of Australasia's ultrasound experts. Sometimes it is necessary to have a session which is solely proffered presentations and these sessions will include a variety of topics.

Invited speakers are also asked to provide an abstract or synopsis of their presentation. A synopsis is up to 250 words and is an unstructured summary of a presentation. All abstracts and synopses will be published in the ASA's journal *Sonography* in the conference Supplement booklet. This special issue of the journal will also be available online through the *Sonography* web page on the Wiley Online Library.

### Abstract template

**Title:** The abstract title should be in initial capital/lower case (i.e. sentence case) and not all leading capitals e.g. *Endometriosis in routine pelvic scans* NOT *Endometriosis in Routine Pelvic Scans*.

**Authors:** Authors' names should be supplied in the surname-last format and should be in initial capital/lower case – not all capitals (e.g. G McLean).

Institutional affiliations should be indicated with superscript numbers following the author name (e.g. G McLean<sup>1</sup>).

**Affiliation:** All affiliations should contain institution, city and country (e.g. Hospital, Melbourne, Australia).

**Tables:** Tables can be included with abstracts and must be cited in the abstract text in numerical order (e.g. Table 1, etc.).

**Figures:** Figures can be included with abstracts and must be cited in numerical order in the text of the abstract (e.g. Figure 1, etc.).

**References:** References should not be included.

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## asa GUIDELINES

Proffered presentation abstracts must be submitted using the conference website and the supplied template. If your proffered presentation is accepted, you will be required to register for the conference, and will be provided a discount on your registration. All of your other costs will be your responsibility (accommodation, travel, etc.). You may proffer more than one presentation (no further discount) and invited speakers may also choose to proffer a presentation in addition to their invited presentations.

### Prizes

Prizes are awarded through adjudication of the proffered presentations at the conference. The prizes are kindly donated by our sponsors.

Four cash prizes will be awarded:

- Best oral presentation
- Best ePoster presentation
- Best first-time presentation
- Best research presentation

A Best Overall presentation trophy is also awarded. This will be decided from the four winning presentations.

The ASA encourages all sonographers to get involved by presenting at conferences. There is plenty of information available to assist you in submitting an abstract as well as presenting an ePoster or oral presentation. Visit [www.sonographersconference.com](http://www.sonographersconference.com) or the *Resources tab* on the ASA website for more detail. If you are interested in presenting, and would like some support putting your abstract and presentation together, the ASA can put you in touch with a mentor to guide you through the process.



28–30 MAY 2021 SAVE THE DATE

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association

ASA2021  
BRISBANE

THE 27<sup>TH</sup> ANNUAL INTERNATIONAL CONFERENCE OF  
THE AUSTRALASIAN SONOGRAPHERS ASSOCIATION  
28–30 May 2021, Brisbane Convention & Exhibition Centre