



New Zealand Hospital
Pharmacists' Association



Conference 2010

3-5 September 2010
WEL Energy Academy of Performing Arts
The University of Waikato, Hamilton



CALL FOR ABSTRACTS

Members of the Association and others are invited to submit abstracts or their research to be considered for oral and poster presentations at the New Zealand Hospital Pharmacists' Association Conference 2010.

The closing date for abstract submission is Wednesday 16 June 2010

Abstracts with a general theme will be considered, but preference will be given to those within the major conference themes:

- Innovations and new directions for hospital pharmacy
- Continuing patient care across the primary/secondary interface
- Updates on clinical practice

General Information

Your submitted abstract will be considered by the scientific committee for presentation. You will be advised whether you have been selected to make an oral or poster presentation, or if your abstract has been declined by 23 July.

Oral Presentations:

If you are selected to give an oral presentation you will need to prepare a 10 minute presentation. There will usually be a 5 minute discussion time after the presentation. All presentations must be as PowerPoint files.

Poster Presentations:

Posters will be on display throughout the conference. The poster panels will be velcro-receptive and measure 2.3m high by 1.2m wide. Your poster should be AO portrait (1189mm deep x 841 mm wide). The poster should be laminated and the text should be of sufficient size for easy reading at a distance of one metre.

ABSTRACT FORMAT

A condition of submission is that, if accepted, the abstracts will be published in the conference handbook.

Your abstract should contain the following:

1. **Title**
Upper case, bold and a maximum of two lines
2. **Authors/Presenters**
Upper and lower case listed under the title
Last name followed by initials (eg. Smith AB, Jones CD)
The name of the presenter/s should be underlined.
Email address of presenting author under the authors' name
Title, degrees and awards should not be included

3. **Institution, City, Country* of all Authors/Presenters**
Upper and lower case listed under the authors names
*Authors from outside New Zealand are requested to include country.
4. **Body of Abstract**
 - Upper and lower case.
 - References are optional. If included, they should not exceed three in number.
 - Should include the following headings in bold:
Introduction
Aim
Method
Results
Discussion

SUBMISSION INFORMATION

1. Please complete one form for each abstract submitted.
2. Please use Arial font in size 10 point
3. The abstract should be written in English and be no longer than 300 words text (excluding title, headings and references)
4. Text should be single spaced with left aligned margins.
5. Preliminary results need to be available for abstract submission.
6. All abstracts must be submitted electronically through the conference website, www.sixhats.co.nz/nzhpa10, under Call for Abstracts.
7. All abstracts must be submitted using the template provided. This is a Microsoft Word file which is designed to ensure that your abstract is prepared in the correct format for publication.
8. Please save this to your PC's hard drive and use it to prepare your abstract. Your completed abstract form can be submitted by following the instructions provided online
9. Enter your details online at www.sixhats.co.nz/nzhpa10
10. Follow the instructions prompted by the online abstract submission process.

THE SUBMISSION PROCESS

1. Click on "Click here when ready to upload your abstract."
2. Click on "Click here to submit an Abstract" to start the process
 - Step 1: Presenting Author details
 - Step 2: Abstract submission details and information
 - Step 3: Awards
 - Step 4: Additional information
 - Step 5: Summary
 - Step 6: Access Key
 - Step 7: Almost there
 - Step 8: Upload your abstract.

Receipt of abstracts submitted online will occur at the time of submission with an electronic receipt including an abstract reference number, which should be quoted in all correspondence. If you do not receive confirmation please contact Hannah Penwarden, email: nzhpa@sixhats.co.nz

To make any changes or add another abstract once you have closed the website:
Step 1: Use your Access Key in the Author Login Zone
Step 2: Follow instructions as prompted

All presenters, other than those specifically sponsored, or those advised by the Conference Convenor as being registration fee exempt, are required to register for the conference, for at least the day of their presentation.

For further information contact:

Six Hats Conference Management, PO Box 16-106, Urlich, Hamilton, 3245

Tel: +64 7 834 1398

Abstract Manager: Hannah Penwarden, E: nzhpa@sixhats.co.nz

www.sixhats.co.nz/nzhpa10