HiNZ Submission Guidelines – **Clinical Case Study**

These guidelines apply to submissions for 'Clinical Case Study' to the 2016 HiNZ Conference. Submissions must be the original work of the submitting author(s).

We want to know what you're doing, what works and why; and if it's not, why not. The aim of the clinical case studies is to provide practical insights into the application of the latest thinking, innovations and emerging initiatives. This applies to either a presentation or a poster.

If you are entering on behalf of a product supplier, it will be assumed by HiNZ that you have gained the necessary permissions from your client/funder to submit this information to the conference.

Reviewers will rate your submission on the following criteria:
- Relevance or significance of the topic
- Clinical impact of the information/technology for the problem
- Discussion/application
- Presentation of information (English usage / clarity of expression)
- Originality

Tips on what to submit
- **Maximum of 350 words**
- **Take a clinical focus:** We are interested in the clinical issues you have resolved using technology and/or data.
- **Keep it practical:** Abstracts for clinical case study are an excellent opportunity to discuss your hands-on experience. The practical nature of the clinical case studies make them very popular among people attending the HiNZ conference.
- **Involve healthcare professionals:** If doctors, nurses, allied health workers or health service managers were involved in your project, include them as authors or presenters.
- **Refrain from writing a sales pitch:** While product information may be integral to the story, these sessions seek to focus on practical insights and learning. We are looking for clinical case studies that show how innovative solutions can solve a practical problem within a healthcare setting.

Step 1: Prepare your case study

Use the template provided to create a structured abstract.

Please note the following:
- Maximum of 350 words
- Do not list authors or affiliations, just write the abstract title
- Include 3-6 keywords under the abstract title
- References are not required, but if you do need to reference please use the Vancouver style
- Double check spelling and grammar – replace American spelling with British English spelling

Step 2: Submit your case study online

The deadline for submissions is **27 June 2016**. Submissions received after this date will not be reviewed. Upload your case study following the instructions at www.hinz.org.nz

Please note the following:
- File format: Must be a Word document.
- Filename format: Abstract title.doc
- You can only be lead author on 1 submission.
- You will have the option to tick 'poster only' during the online submission process if you would prefer not to do an oral presentation.

Step 3: Paper Review

All submissions will be blind reviewed by at least two independent members of the Case Study Program Committee or invited reviewers.
The papers will be scored by the below criteria:
- Relevance or significance of the topic
- Clinical impact of the information/technology for the problem
- Discussion/application
- Presentation of information (English usage / clarity of expression)
- Originality

Step 4: Author notification

You will be notified by **25 July 2016** if your paper is accepted for an oral presentation, a poster or declined. The presentation date and time allocated will be confirmed in the invitation.

Step 5: Write an abstract for the conference proceedings

- Write a 350 word abstract summarising the key points of your case study.
- Add author names and affiliations.
- Indicate which author(s) will be presenting (maximum of two presenters).
- Upload your revised case study to www.hinz.org.nz following the online instructions.

Step 6: Submit presenting author(s) details

Email a photo and biography to www.hinz.org.nz

Note: By accepting the invitation to present you are giving HiNZ permission to publish your name, job title, organisation name, email address, photo and biography in the conference app and handbook.

Step 7: Registration

Register for the conference at the reduced presenting author rate, at www.hinz.org.nz (Authors that are not registered will not be allowed to present)

Step 5: Create poster

Author to redevelop submission in poster format. (Poster guidelines will be provided).

Step 6: Registration

Poster author to register for the conference at the reduced presenting author rate. (Poster authors that are not registered will not have their poster displayed.)

Step 7: Poster presentation

The posters will be displayed for the duration of the conference. There will be a poster presentation session facilitated by the conference MC where you will have the option of giving a short 2 minute oral presentation to summarise your poster. (The poster oral presentation is not compulsory).

Questions? Email admin@hinz.org.nz