

HiNZ Submission Guidelines – Innovation Project

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

HiNZ wishes to showcase innovative work on the HiNZ conference programme so the healthcare community can learn from each other's successes and challenges. We are looking for innovations that are designed to solve a health system challenge through the use of technology and/or information. Your innovation project might be designed to improve deliver performance improvements, drive efficiency, deliver business intelligence, improve privacy and security, or lead to better clinical outcomes.

To be eligible for this category your innovation project must have already been implemented. It could be a pilot study but ideas / product pitches that are not yet implemented will be rejected.

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:

1. How innovative is this project?
2. Were important outcomes / learnings gained from this project?
3. Could this innovation be replicated at a regional or national level?
4. How relevant is this submission to the HiNZ audience?
5. How well is the submission presented? (English usage, clarity of expression)

Tips on what to submit:

- **Maximum of 650 words**
- **Explain why your project is innovative:** What is different about what you are doing now, compared to what was in use before the project started. Why is your new approach better?
- **Explain what you learnt:** What do you intend to share with conference delegates that will help them with their future change projects? We are interested to hear about challenges as well as the successes.
- **Explain why this innovation is worth sharing:** Is there something unique about your project? Could your project be replicated at a regional or national level? Is the project aligned with National Health IT Plan priorities? Could it be integrated with other systems? Does it support interoperability? Is it using appropriate standards?

Step 1: Prepare your case study

Use the template provided to create a structured abstract.

Please note the following:

- Maximum of 650 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:

- How innovative is this project?
- Were important outcomes / learnings gained from this project?
- Could this innovation be replicated at a regional or national level?
- How relevant is this submission to the HiNZ audience?
- How well is the submission presented? (English usage, clarity of expression)?

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.

If your paper is accepted as a presentation:

Step 5: Write an abstract for the conference proceedings

- Write a 650 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)

If your paper is accepted as a poster

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