

## HiNZ Submission Guidelines – Digital Health Ideas

*These guidelines apply to submissions for 'Digital Health Ideas' to the HiNZ Conference. Submissions must be the original work of the submitting author(s). All accepted submissions will be published in the conference proceedings which will be available as an open-access downloadable PDF at [www.hinz.org.nz](http://www.hinz.org.nz) after the conference.*

We want to hear about practical digital health ideas and change projects. Your idea/project should solve a problem/challenge in the health care system through the use of technology and/or information.

Ideally, your idea/project should have been partly or fully implemented. If your idea/project is still in the planning phases you may still submit it; however be sure you have validated it with research and evidence and can clearly articulate the practical aspects or learning the audience would get.

Reviewers will rate your submission on the following criteria:

1. Relevance or significance of the topic
2. How innovative is this idea/project?
3. Could this idea/project could be replicated at a regional or national level?
4. Were important outcomes / learnings gained?
5. Presentation of information (English usage / clarity of expression)

### Tips on what to submit:

- **Maximum of 400 words**
- **Explain why your idea/project is unique or innovative:** What is different about what you are doing now, compared to what was in use before. 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 digital health change projects? We are interested to hear about your project's challenges as well as its successes.
- **Explain why your idea is worth sharing:** For example, is there something unique about your idea/project? Does it support interoperability? Could it be integrated with other systems? Could your idea be replicated at a regional or national level? Is it using appropriate standards? Is it aligned with New Zealand Health Strategy?

### Permissions

If you are entering on behalf of an industry organisation, HiNZ will assume that you have gained the necessary permissions from your client/funder to submit this information to the conference. Please ensure this is the case before you submit your abstract.

### Quickfire presentations

If you would prefer not to do a full 15-minute oral presentation, you will have the option to tick 'quickfire' 3 minute / 3 slides presentation during the online submission process. (In addition to the 3 minutes presentation, there will be time for Q&A with the audience).

### Step 1: Prepare your abstract

Use the template provided to create a structured abstract.

Please note the following:

- Maximum of 400 words
- References are not required

### Step 2: Submit your abstract online

The deadline for submissions is **midnight, Wednesday 15 May**. Submissions received after this date will not be reviewed. Upload your submission following the instructions at [www.hinz.org.nz](http://www.hinz.org.nz)

### Step 3: Submission Review

All submissions will be peer reviewed by at least two independent reviewers. The papers will be scored by these criteria:

- Relevance or significance of the topic
- How innovative is this idea/project?
- Could this idea/project could be replicated at a regional or national level?
- Were important outcomes / learnings gained?
- Presentation of information (English usage / clarity of expression)

### Step 4: Author notification

You will be notified by **10 July** if your paper is accepted for a 15-minute oral presentation, a quick fire 3 minute oral presentation or declined. The proposed presentation date and time allocated will be advised by HiNZ. (You will be able to request a change to this time if necessary.)

### If your paper is accepted:

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#### Step 5: Fill in the 'author acceptance' form online

- Confirm that you accept the conditions of presenting.  
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. You are also giving HiNZ permission to film your presentation and include it in the HiNZ webcast library (video/slides shown simultaneously).
- Identify which author(s) will be presenting (maximum of two presenters).

#### Step 6: Submit presenting author(s) details

Email HiNZ your photo and biography

#### Step 8: Registration

Register for the conference at [www.hinz.org.nz](http://www.hinz.org.nz). (Authors that are not registered will not be allowed to present.) The author registration deadline is **31 July**.

**Questions?** Email [conference@hinz.org.nz](mailto:conference@hinz.org.nz)