HiNZ Submission Guidelines – **Clinical Case Study**

These guidelines apply to submissions for 'Clinical Case Study' 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 *after the conference.*

The aim of the clinical case studies is to provide practical insights into the application of the latest thinking, innovations and emerging initiatives. We want to know what you're doing, what works and why; and if it's not working as well as you hoped, why not. We are looking for submissions that will inspire others as to how to address a challenge or need within the health care system using technology and/or information. Preferably, your project should have been partly or fully implemented. If your project is still in the planning phases you may submit it - however be sure you can clearly articulate the practical aspects of the concept and why it will be beneficial for the audience to hear your presentation.

All submissions will be blind peer reviewed and will be scored by these 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 650 words**
- **Take a clinical focus:** The reviewers of clinical case studies will be primarily interested in what clinical issues you have resolved using technology and/or data.
- **Explain what you learnt from the project and why it is worth sharing:** Why will your topic interest conference attendees? How will it benefit them? Your project doesn't have to have been a complete success to be relevant, as the key learnings might have emerged from project challenges. Could your idea be replicated at a regional or national level? Is there something unique or innovative about your project?
- **Keep it practical:** The case study sessions are an excellent opportunity to discuss your hands-on experience and to focus on outcomes.
- **Involve healthcare professionals:** If doctors, nurses, midwives, allied health workers or health service managers were involved in your project, we recommend you include them as authors or presenters – and mention in the submission that this is the case.
- **Permissions:** HiNZ will assume that you have gained the necessary permissions from your client/funder/project participants to submit this information to the conference. Please ensure this is the case before you submit your abstract.

IMPORTANT NOTE FOR COMMERCIAL COMPANIES

Avoid making a sales pitch: Please be aware that submissions that include any kind of sales pitch are less likely to be accepted. If the submission focuses on a specific tool, please explain to the reviewers why your presentation won't be perceived as a sales pitch. For example, will it be a clinician presenting, rather than a company employee? While the tool being used may be integral to the story, the case study submission should seek to focus on practical insights and learning.

Presentation methods

When you submit your abstract, you will be able to indicate which type of presentation method you would prefer:

Oral presentation

If your abstract is accepted, you will get 15 minutes to present your research from a lectern, with PowerPoint slides displayed on a screen behind you. There will be 5 minutes set aside after the presentation for questions, during which time some delegates may move rooms.

Knowledge café presentation

If your abstract is accepted, you will get 10 minutes to present your research while seated at a round table with PowerPoint slides displayed on a monitor screen beside you. The audience will sit with you at the round table. There will be 5 minutes set aside after the presentation for audience questions, during which time some delegates may move rooms.

Quickfire presentation

If your abstract is accepted, you will get 5 minutes to present your research from a lectern, with PowerPoint slides displayed on a screen behind you. Questions with the audience might be possible at the end of each session block but this is not guaranteed as it depends on the timing of the whole session.

Step 1: Prepare your submission

Use the template provided to create a structured summary.

Please note the following:

- Maximum of 650 words
- References are not required.

Step 2: Submit your case study online

The deadline for submissions is **midnight 15 May**. The system will not accept submissions after this date. Upload your abstract following the instructions at www.hinz.org.nz. Indicate your preferred presentation method (oral presentation, knowledge cafe presentation, quickfire presentation) when you submit.

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
- 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 **17 July** if your submission is accepted for an oral (15 minute) or knowledge café (10 minute) or quickfire (5 minute) presentation or declined. Presentation dates/times are determined after authors have been notified and are typically clustered into sessions by topic.

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 7: Registration

Register for the conference at www.hinz.org.nz (Authors that are not registered will not be allowed to present.) The author registration deadline is **14 August**, which is the SuperSaver deadline.

Questions? Email conference@hinz.org.nz