

HiNZ Submission Guidelines - Scientific Abstracts

These guidelines apply to scientific abstract submissions to the HiNZ Conference. Submissions must be the original work of the submitting author(s), must not have been previously published and must not be under consideration by another publication or conference. Submissions that fail to meet these criteria will be withdrawn from the conference. 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.

We are looking for research abstracts and associated oral presentations that provide insights into the latest thinking, innovations and emerging initiatives.

Tips on what to submit

- Maximum 650 words
- Tell us about your research, including topics about clinical, organisational, technical and other aspects of health informatics
- Postgraduate students are encouraged to submit their research.

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 abstract

Use the template provided to create a structured abstract.

Please note the following:

- Maximum of 650 words
- References are not required in the abstract.

Step 2: Submit your abstract 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 an international committee of experts. The abstracts will be scored by these criteria:

- Relevance or significance of the topic
- Method/Research/Descriptive
- Presentation of information
- Originality
- Discussion/application
- Clarity of writing

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.

If your abstract is accepted:

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).
- Indicate if the presenting author is a student and wishes to be considered for the Best Student Presenter Award.

Step 8: Submit presenting author(s) details

Email HiNZ your photo and biography

Step 9: 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