



You are invited to submit an Abstract for consideration by the Organising Committee for presentation at the ORL 2020 Conference. Abstracts are invited for oral presentations or poster displays. Abstract submission is open from Monday 9 March 2020.

**If you wish to submit an abstract for consideration by the Committee, you must also register to attend the Conference (full conference registration).**

Abstracts must be submitted via the ORL 2020 website [www.orl2020.nz](http://www.orl2020.nz). Please submit your abstract by **4pm NZT Monday 22 June 2020**. Notice of acceptance will be sent to submission authors by Monday 13 July 2020. Abstract authors are asked to carefully study the submission instructions.

You will receive confirmation by email that the abstract has been received. If you do not receive confirmation please contact us at [conferences@w4u.co.nz](mailto:conferences@w4u.co.nz).

### ORAL PRESENTATIONS

If you are selected to offer an oral presentation you will need to prepare and practise an *8 minute presentation*. 2 minutes will then be set aside at the end of your presentation for Q&A. Standard audio visual equipment will be provided: lectern, microphone, PC laptop, data projector and screen. All presentations will need to be presented in PowerPoint. Laptop changeover at the Conference WILL NOT be permitted.

### ABSTRACT SUBMISSION INSTRUCTIONS

All abstracts should be original research. Case reports may be acceptable although the onus is on the author to demonstrate the significance of the report.

General specifications are:

- Length: 300 words in total, excluding presenters, departments and organisations
- Text should be single spaced
- Limit the number of authors to no more than 7
- Do not indent paragraphs
- All abstracts must be submitted in English



Your abstract should contain the following:

- **Title:** Sentence Case (not all capitals)
- **Authors / Presenters:** Sentence case, Show surname then first name. Put Presenter's name first in the list.  
Eg: Brown, G., ABC University, Auckland, New Zealand  
Smith, A., XYZ Hospital, Christchurch, New Zealand
- **Body of Abstract:** Sentence Case. Your headings "**Introduction** (including the study hypothesis), **Aims, Methods, Results, Conclusions**" need to be bold. Each heading should be its own paragraph. Sub headings may be used but should not be given separate paragraphs.
- **References:** References (maximum of two) in a list following the abstract. The style of the references should follow either the Harvard or APA method.
- **Abbreviations** may be used but must be spelt out in full at the first mention followed by the abbreviation in parentheses.

## POSTER DISPLAYS

There will be a scientific poster display in the Industry Exhibition Hall. The poster should measure 1200mm high by 900mm wide (A0 size – portrait format). The poster should be laminated and the text should be in a font of sufficient size for easy reading at a distance of 1 metre. The poster boards will be Velcro-sensitive, please bring Velcro hooks to attach your poster to the board. **If your abstract is selected for display as a poster you must register and pay to attend the Conference.**

## AWARDS

Awards may be presented in the following categories

- Best Oral Presentation
- Best Poster Display

Assessment will be based on content and presentation. The judges will be appointed by the Organising Committee and the decision of the judges will be final. The awards will be presented during the Conference.

## INSTRUCTIONS FOR SUBMITTING AN ABSTRACT

1. Go to [www.ORL2020.nz](http://www.ORL2020.nz)
2. Click on the "Call for Abstracts" page, then the "Submit your Abstract Here" button
3. Set up a profile for yourself and follow all the online instructions
4. Complete your abstract and copy it into the text box as requested.