

ACEM ASM
2023

38th ANNUAL
SCIENTIFIC MEETING
19-23 NOVEMBER
CANBERRA

**ACTION UNDER
PRESSURE**



ACEM Annual Scientific Meeting 2023 Abstract Submission Guidelines

The 38th ACEM Annual Scientific Meeting 2023 Organising Committee invites the submission of abstracts for consideration.

Abstract Submission Key Dates

Abstract Submissions Open	1 May 2023
Abstract Submissions Close	1 August 2023
Acceptance Notification	4 September 2023
Author Registration Deadline	29 September 2023

Presentation Types

The following presentation types will be available for selection upon submission of an abstract:

- Oral presentation
- Poster presentation

Meeting Themes

We will accept abstracts covering the following themes:

- Systems Under Pressure
- People Under Pressure
- Practice Under Pressure
- Knowledge Under Pressure

Abstract Preparation and Formatting Requirements

- Abstracts must be submitted via a Word Document file upload in eOrganiser (see Instructions below).
- Abstracts must be submitted in English. Your abstracts must be print ready.
- Maximum number of words in the main body of the abstract is 300 words.
- Do not include the title of your abstract or author names and affiliations in the abstract body. These will be automatically populated on the final abstract document based on the details you entered into the relevant sections of the abstract submission site.
- Use standard abbreviations only. Within the body of the abstract, when using abbreviations spell out the name in full at first mention and follow with the abbreviation in parenthesis.

2023 ACEM ASM Managers

Email: acemas2023@arinex.com.au

Website: acem2023.com



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Abbreviations may be used in the title, provided the name in full is outlined in the body of the abstract.

- It is the responsibility of the submitting author to ensure that the submission has been approved by all authors.
- The Organising Committee will not be responsible for any errors published.

Instructions For Abstract Submissions

Abstract submission is a two-step process. Please follow the instructions carefully to ensure your submission is uploaded into the portal correctly.

STEP 1: Create an author account

Firstly, you must create an account to upload an abstract. To begin, please click acemas2023-c10000.eorganiser.com.au to access the eOrganiser submission portal. Click the “Create an Author Account” link and enter your contact details. These details are required to create the account. Once you have created an account within this portal you can upload your submissions.

STEP 2: Submitting your abstract

1. Once you have logged into the abstract submission portal, click the ‘Submit’ button to access the submission page.
2. Indicate one of the Abstract presentation types.
3. Enter your paper title in the ‘Paper Title’.
4. Upload your abstract in a Word Document.
5. Add any additional emails to the email correspondence box (any email addresses entered here will be included in the correspondence emails that are sent to you)
6. Enter the name and organisation of all co-authors. Ensure you indicate the presenting author(s) for the abstract. Maximum of six (6) presenters only.
7. Select your preferred theme.
8. Answer the questions then submit.

General Policies and Requirements

- Abstracts must be submitted to the Meeting Managers via eOrganiser by **1 August 2023**.
- Abstracts will not be accepted via fax, email, mail or USB/CD.
- All fields on the online abstract submission form must be completed.
- Acceptance of abstracts for presentation at the Meeting will be on the basis of committee selection.
- All presenting authors will be required to register and pay for the Meeting by the author registration deadline of **29 September 2023** to ensure that their abstract(s) are included in the final program.
- It is the responsibility of the presenting author to ensure that the abstract is submitted correctly.

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- After an author has submitted their abstract, they must check their submission to ensure the document has been uploaded correctly. Authors can check their submission by clicking on the viewing option in the submission form.
- The Meeting Managers will not be held responsible for abstract submissions not received via the website or for submission errors caused by Internet services outages or other unforeseen events.

Assessment Criteria

Each abstract will be assessed according to the following criteria:

- Relevance to emergency medicine.
- Overall clarity of the abstract and its conclusions.
- Power of study, research method and sample size.
- Strength of evidence leading to conclusions.
- Contribution to emergency medicine.

Notification of Acceptance

Notification of acceptance will be sent via email to the submitting author by **4 September 2023**. Acceptance or otherwise is at the discretion of the Organising Committee whose decision is final. All presenting authors must register and pay to attend the Meeting.

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