



New Zealand Society Of Otolaryngology, Head & Neck Surgery

## 74<sup>th</sup> Annual General & Scientific Meeting

Wairakei Resort, Taupo, New Zealand • 9 – 12 November 2021

[www.orl2021.nz](http://www.orl2021.nz)

The New Zealand Society of Otolaryngology, Head & Neck Surgery invites submissions from those interested in presenting oral papers and poster displays at the ORL 2021 ASM. Abstracts will be accepted online from Monday 8 March 2021.

All abstracts must be submitted electronically via the Online Submission Portal at [www.orl2021.nz](http://www.orl2021.nz). Please submit your abstract by 4pm Monday 9 August 2021. Abstracts received after the closing date will not be accepted.

### KEY DATES

- Abstract Submission Opens - Monday 8 March 2021
- Abstract Submission Closes - 4.00pm Monday 9 August 2021
- Abstract Acceptance Notified - Monday 16 August 2021
- Early Bird Deadline for Registrations - Monday 30 August 2021

All presenters must register, pay and attend the Conference. Acceptance of abstracts into the program is contingent upon receipt of the registration fee. Notification of abstract acceptance will give presenters the opportunity to take advantage of the early bird registration rate.

### ORAL PRESENTATIONS

- Oral presentations are likely to be 8 minutes in duration plus 2 minutes for Q&A. Times will be strictly enforced by chairpersons.
- Presentations must be provided in PowerPoint (PPT or PPTx) format.
- Presenters should arrive at their session room at least 30 minutes prior to session commencement in order to introduce themselves to the chairperson and familiarise themselves with the room.
- PPT presentations can be loaded and tested in the conference room allocated for your Free Paper talk.
- Standard audio-visual equipment is provided: lectern, microphone, PC laptop, data projector and screen. Presenters will be asked to send their presentations for testing prior to the start of the conference. Any updated presentations can be loaded at the venue. Please ensure you give yourself plenty of time to load and test your presentation prior to your talk time. Please note if you wish to use your own laptop you must ensure that your presentation (including videos) run smoothly prior to your session.

### POSTER DISPLAYS

- Posters must be portrait orientation, size A0, approximately 900cm width x1200mm length
- There is limited space in the Poster Display area and Posters that are produced landscape are unable to be accommodated.
- Please bring Velcro dots with you to adhere your poster to the poster board.
- Authors must prepare all posters beforehand in a form enabling easy mounting.



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- All posters must be mounted by the author during the allocated time period.
- Posters should be typed in clear bold print that can be easily read from distances over one metre with the title displayed in block capitals of minimum size 25mm (1") at the top of the poster. The title should also display the names of the author(s) and the institution(s) of origin.
- Content may be displayed in columns (usually 3 columns).
- Content should contain the study purpose/objectives, methods, results and conclusion(s).
- Illustrations should be professionally drawn (hand drawn material will not be accepted).
- All content should be simple and not overburdened with detail - "minimising detail maximises information transfer".
- You must be at your poster during the scheduled lunch breaks to present your poster to interested delegates, and answer questions. This will be the time your poster may be judged for any appropriate award/s.

### ABSTRACT PREPARATION

Please read the guidelines below carefully. Abstracts not submitted in this format may not be considered for review. If you have any difficulties or queries about the abstract format, please contact the Conference Secretariat by email [conferences@w4u.co.nz](mailto:conferences@w4u.co.nz)

#### General specifications are:

- Maximum 300 words total, excluding presenters and department
- Limit the number of authors to no more than 7
- All abstracts must be submitted in English

#### Your abstract should contain the following:

- Title: Sentence case, bold
- Authors/Presenters: Sentence case. Show first name then surname. Put Presenter's name first in the list.
- Department and Institution of all Authors/Presenters: Sentence case.
- Body of Abstracts: Sentence case.

The BODY of your abstract should include these headings in bold:

- **Introduction** (including the study hypothesis)
- **Aims, Methods, Results, Conclusions**. It is not satisfactory to state that results will be discussed or data will be presented. **References** (maximum of two). **Abbreviations** may be used but must be spelt out in full at the first mention followed by the abbreviation in parentheses.



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### PREPARING YOUR PPT PRESENTATION

If you are selected to offer an oral presentation you will need to present it during the conference sessions. Timings will be confirmed if your abstract is accepted as an oral presentation.

Standard audio-visual equipment is provided: lectern, microphone, PC laptop, data projector and screen. Your oral presentation can be presented in PowerPoint (PPT or PPTx) and needs to be submitted to the Conference Organisers prior to the conference start.

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

You may use the PPT template available online when preparing your presentation. The template is the correct format for the AV equipment at the venue. Please feel free to amend the content as you see fit.

### 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.

### SUBMIT NOW!

1. Go to [www.ORL2021.nz](http://www.ORL2021.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.