

Call for abstracts

Delegates are invited to present a poster and/or an oral presentation of their work in the field of infusion therapy and vascular access. The author/s should submit an abstract of their work to Succinct Communications by 5pm on **Friday 30 March 2012**. Abstracts will be reviewed, and chosen authors will be invited to display their poster for the duration of the conference, or be offered the chance to give an oral presentation. A prize will be awarded for the best poster.

Abstracts will be assessed for acceptability against the following criteria:

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| <p>1 Abstracts should relate to the authors' own work, and it is a condition of acceptance that at least one of the authors register to attend the meeting as a delegate.</p> <p>2 The contribution should relate to original work and will normally be a report of: a) a completed piece of work, or b) work in progress with completion planned in time to allow outcomes to be reported in the poster itself.</p> <p>3 If the work has been presented or submitted for prior presentation elsewhere, this should be made clear in the submission. The NIVAS board reserves the right to reject any such submission.</p> | <p>4 The work presented should be specific and unambiguous, and the author/s should ensure that reliance can be placed on the precision of their data by, if appropriate, the use of statistical methods. The introduction should be used to put the content of the presentation into context with current thinking, the relevant literature etc. The information should be current.</p> <p>5 It is the authors' responsibility to ensure that all appropriate permission/approval has been granted to present the data, including ethical approval as appropriate.</p> <p>6 If the author is representing a commercial organisation, this should be made explicit. The NIVAS board reserves the right to reject any such submission.</p> |
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Please note the following abstract guidelines:

Length of abstract

The abstract should contain 200–300 words and should be carefully proofread before submission.

Format of abstract

1. Type with single spacing.
2. Begin with abstract title, followed by authors on a new line, followed by a new paragraph for the abstract.
3. Title should be in upper case.
4. Include all authors with full first name and surname, department, hospital, town and country.
5. An abstract should start with an introduction to the background of the investigation and, where appropriate, a clear statement of the aims/objectives of the work. A statement of any methods used should follow, including, for example, number of subjects in the study, drug dosages and regimen, and means of collection of data. Results should be clearly stated with, if appropriate, statistical support. A table or legible figure may be used. The abstract should end with discussion/conclusion and references. In general, the abstract should be informative and contain as much detail as possible.

Further information

1. Please include the following:
 - Abstract title
 - Authors (please underline the name of the presenting author)
 - Job title
 - Full postal address

- Telephone and email address
 - Whether you wish to submit your abstract for inclusion as a poster and/or an oral presentation
2. Abstracts which do not meet the above requirements, are unfinished, or are deemed not to be of an acceptable overall standard, will not be accepted.

Submission process

1. Completed abstracts should be submitted as **a Word document, by email and by the stated deadline, to: nivas@succinctcomms.com**
2. **The deadline for receipt by Succinct Communications of completed abstracts is 5pm on Friday 30 March 2012.** Late submissions will only be accepted in exceptional cases, and with prior agreement from the NIVAS Chair.
3. The Board reserves the right to restrict acceptance of posters/oral presentations describing work carried out primarily in, or by members working in the pharmaceutical and medical device industry.
4. The Board reserves the right to reject any submission that is deemed to not meet the specified criteria or to be in any way incompatible with the overall objectives of NIVAS and/or the meeting itself.
5. Authors who successfully submit abstracts describing "work in progress" are reminded of the need to submit a revision describing the completed work, in time for publication at the proceedings of the meeting. The deadline for receipt of the revised abstract will be communicated in the letter of acceptance.

6. All authors will be informed whether or not their abstract has been accepted for presentation as a poster or as an oral presentation, by 20 April 2012. If a notification is not received, please contact nivas@succinctcomms.com, otherwise there is a risk that the entry will not be accepted for inclusion in the conference.

Judging of best abstracts

The abstracts will be judged by a judging panel on behalf of NIVAS. Judges declaring a conflict of interest may not vote on the abstract identified. The Chair of the judging panel will ensure adherence to these guidelines. The abstracts will be judged by the following criteria:

- Originality
- Relevance to/implications for practice
- Evidence base
- Clarity of writing
- Presentation

The judges will select 10 abstracts to be presented as oral presentations at the Annual Conference.

Poster guidelines

Academic posters should conform to recognised standards including, poster size, font size for headings and text, layout etc. Guidelines are available from the NIVAS website. Posters that are larger than the recommended size may not be displayed and will be excluded from the judging process for best poster. A prize will be awarded for the best poster on day 2 of the conference.

Closing date for submissions is 30 March 2012