**INSTRUCTIONS FOR ABSTRACTS SUBMISSION**

Abstracts should be written in correct English language, ARIAL font (size 12), line spacing 1, left aligned, without indentation, numbered or bulleted lists and containing a maximum of 350 words.

**Names of authors or institutions and bibliographic references are not allowed on the abstract page**.

- We welcome abstracts in the following **categories**

| RESEARCH STUDY | PRACTICE DEVELOPMENT (GOOD PRACTICE) / INNOVATIVE PROJECT | WORKSHOP |
|---|---|---|
| **Background/relevance** What is the main theoretical background of this study? Why is it important? | **Background/relevance** What is the main theoretical background of this study? Why is it important? | **Background/relevance** What is the main theoretical background of this workshop? Why is it important |
| **Aim** What was the purpose/goals of the research? | **Aim** What was the purpose/goals of the project? | **Aim** What is the purpose/goals of this workshop? |
| **Methods and materials** Describe the sampling strategy (how participants were selected); who participated (describe the number and relevant characteristics of the participants); Describe the materials used to collect data (e.g. questionnaires, interviews); Describe data analysis (describe the type of qualitative/quantitative data analysis to assist you in interpreting data) | **Methods and materials** Describe the sampling strategy (how participants were selected); who participated (describe the number and relevant characteristics of the participants) Describe what methodological approach was used (which instruments/principles or materials were used to develop and evaluate the project) | **Participants of the workshop** Who is the target population of the workshop and why? |
| **Results** Summarize the main findings derived from your analysis. | **Results** Summarize the main findings derived from your analysis. | **Method used during the workshop** Describe the method that will be used during the workshop. How will the time be organised? Which materials will be used? Describe the dynamics you will use to ensure participation |

| Conclusions | Conclusions | Expected outcomes |
|---|---|---|
| What can be concluded from the analysis of your data? What are the implications for future work or the clinical field? | What can be concluded from the analysis of your data? What are the implications for future work or the clinical field? | Specify the gains that participants in your workshop will take home. What will be the competencies gained by participating in the workshop? |
| **Keywords** Use up to 3 words to describe your work which are in line with the conference theme or subthemes | **Keywords** Use up to 3 words to describe your work which are in line with the conference theme or subthemes | **Keywords** Use up to 3 words to describe your work which are in line with the conference theme or subthemes |

- The conference will feature several **types of presentations**: oral communication, posters and workshops. The presentations will be held in English. Abstracts of the presentations will be published on the conference website.
- All abstracts will be reviewed by two external reviewers. On the basis of these reviews, the submissions will be accepted or rejected. The presenting author will be notified of the outcome of the review process by email.

## PRESENTATION GUIDELINES

**INSTRUCTIONS FOR ORAL COMMUNICATIONS**

Oral presentations last 18': 12' for presentation and 6' time for questions

Oral presentations must be uploaded at the registration desk upon arrival at Vic. Do make sure you have your presentation uploaded on a memory stick.
All rooms have a computer and beamer available.

**INSTRUCTIONS FOR POSTER PRESENTATION**

The poster must include:

- Title
- Authors
- Introduction
- Materials and methods
- Results and Discussion
- Conclusions
- References

Poster size will be A0 format portrait (approximately 84xmx120xm)
Posters will need to be handed over at the registration desk upon arrival at Vic University.

At least one of the authors must be present during the poster viewing on Thursday (follow reading next page please)

In case you want some information on "how to make a poster" here we share some links to **poster design**…

- Leicester University. **Poster presentations**.  Available at
  https://www2.le.ac.uk/offices/ld/resources/presentations/designing-poster/poster

- Soucek, B., The Higher Education Academy (2010). **Designing Academic Posters**.
  Available at http://escalate.ac.uk/downloads/8006.pdf

- TriCollege Libraries (2018). **Research Guides. Creating Academic Posters**. Available at
  https://guides.tricolib.brynmawr.edu/c.php?g=285219&p=1900096

- University of Maryland (n.d.). **Creating a Research Poster**. Available
  at https://www.ugresearch.umd.edu/current-createresearchposter.html

- University of Salford (2014). **Guidelines for Presenters**. Available
  at http://www.pg.salford.ac.uk/page/guidelines

**INSTRUCTIONS FOR WORKSHOP PRESENTATION**

In depth, focused interactive educational session. Total time 1 hour 20 minutes.

Workshop authors must provide their own materials to the session.
All rooms have a computer and beamer available.