

# ANZPMEF 2017

SINGING FROM THE SAME SONGSHEET: TEAM WORK

22nd Australian and New Zealand Prevocational Medical Education Forum  
12 - 15 NOVEMBER ROYAL INTERNATIONAL CONVENTION CENTRE BRISBANE



The theme of the ANZPMEF 2017 forum is 'Singing from the Same Songsheet: Teamwork' and draws its inspiration from the team work required in orchestras, bands and choirs. Not only is team work essential to effective clinical practice, it is essential to effective medical education.

The Scientific Program Committee invites the submission of abstracts of original work for consideration as one of the following presentation types. The Scientific Program will include abstracts which have a focus on research, program development, showcasing something done well in the industry or can present a dilemma for group discussion.

## PRESENTATION FORMAT DESCRIPTION

Please note that time limits for speakers will be strictly enforced so that there is adequate time for discussion and for other speakers in the session to have their full allocated time.

### Workshops:

- Half or full day
- The workshop focuses on a particular issue or topic relevant to the Forum
- Session to clearly identify two learning objectives:
  - Learning objective 1 - "What will people in the audience gain or learn from attending this presentation?" (Don't say what you are going to teach, but what they are going to take away from the session.)
  - Learning objective 2 - How is this topic/issue relevant to the forum's key themes?
- Limit of presenters: 3
- The half-day workshops will form part of the official Forum program
- The full-day workshops will be associated with the Forum, but will be managed independently. Venue requirements, registration platform and logistical assistance will be provided, however the costs and program development will be the responsibility of the workshop coordinator.

### Colloquium / Case Discussion and Solutions:

- 30 or 60 minutes inclusive of discussion time
- Interactive session – showcase an issue or case study for group discussion and brainstorming
- Presenter to provide a very brief overview and then facilitate the discussion to seek a solution
- Limit of presenters: 2

### Abstract Oral Presentations:

- The committee invites submissions under the below key subjects:
  - Research (The abstract can be from a published or unpublished paper, however it **MUST** include results)
  - Program Development
  - Innovations – thinking outside the box
- Topic must be relevant to the Forum themes
- Presentation to evoke discussion
- Each presentation will be allocated 15 minutes
- Limit of presenters: 2

### Rapid 5 Minute Orals:

- Each presentation will be allocated 5 minutes with only one PowerPoint slide
- Highlight what they do well, opportunity to showcase and share ideas

- Presentation to evoke discussion, sharing experience aligning with aspects of the program in medical education
- Maximum number of presenters: 1 presenter

#### **Electronic Poster Presentation:**

- Poster created must be relevant to the Forum themes
- It can include photos, illustrations, coloured fonts etc.
- The author is encouraged to be available to discuss their poster's content with viewers during catering breaks.
- The highest scoring posters will be provided an opportunity to present their poster in a dedicated session.

### **INSTRUCTIONS FOR PREPARING AND FORMATTING YOUR ABSTRACT**

- Abstracts must be submitted using the Microsoft Word templates available on the [Forum website](#).
- Abstracts must be submitted in English. Your abstracts must be print ready.
- Maximum number of words is 300 for abstracts and 800 words for workshops.
- Abstract text: Arial, 10pt, Sentence Case.
- Do not include the title of your abstract or author names and affiliations in the document, or themes or keywords (abstract body only). These will be automatically populated on the final abstract document based on the details you entered into the relevant sections in 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. 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 Scientific Program Committee will not be responsible for any errors published.

### **INSTRUCTIONS FOR SUBMITTING YOUR ABSTRACT**

1. Click [here](#) to commence your abstract submission through eOrganiser. Abstracts must be submitted by a presenting author and will only be accepted via eOrganiser in the above format.
2. Click the pink 'Create an Author Account' button on the bottom right hand side.
3. After completing your author account details you will be sent an email to verify your account for login. Please record your account password in case you need to access it again to make any changes to your submission prior to lodgement.
4. Once logged in, click the pink 'Submit' button to access the submission page. You can choose either to submit an abstract or a workshop application. Please note that the workshop application has more fields to complete than the abstract submission questions listed below.
5. Enter your paper title in the 'Paper Details' section.
6. Upload your abstract in a .doc or .docx format, following the format used in the abstract submission template.
7. Ensure you indicate the presenting author(s) for the abstract.
8. Select one of the themes from the list provided:
  - a. Learning
  - b. Teamwork, with sub-themes:
    - Theory
    - Practice
    - Application

- c. Innovations and technology, with sub-themes:
    - eLearning
    - ePortal
    - Apps
    - Online modules
  - d. Professionalism, with sub-themes:
    - Guided feedback
    - Transition from student to team leader
    - Difficult conversations
    - Connect
    - Communicate
    - Training and supervision feedback
    - Patient feedback
  - e. Health and wellbeing
9. Indicate your preferred presentation format:
    - a. Workshop
    - b. Colloquium / Case Discussion and Solutions
    - c. Abstract Session
    - d. Rapid 5 minute oral
    - e. Electronic Poster Presentation
  10. Click on the check box to confirm that, if accepted, you give permission for your abstract and presentation to be used in all marketing materials. E.g. Distribution and publication in print, on CD/USB and online.
  11. Click 'Preview and Submit'. You will be able to preview your abstract in PDF and make any changes if required.
  12. While on the preview window, click 'Submit' to confirm your abstract submission. If you do not immediately receive a confirmation email that your abstract was successfully submitted, please contact the Forum Managers via email: [prevocationalforum2017@arinex.com.au](mailto:prevocationalforum2017@arinex.com.au)

## GENERAL POLICIES AND REQUIREMENTS

- All abstracts must contain original work of the presenting author(s).
- The presenting author must submit the abstract.
- Abstracts must be submitted to the Forum Managers via eOrganiser by **4 July 2017**.
- 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 papers for presentation at the Forum will be on the basis of committee selection.
- All presenting authors will be required to register and pay for the Forum by the author registration deadline of **28 August 2017** 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.
- After an author has submitted their abstract, they must check their submission to ensure the document has been uploaded correctly. Authors are able to check their submission by clicking on the viewing option in the submission form.
- The Forum 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:

1. Relevance to a Forum theme(s).
2. Relevance to the professional context of delegates.
3. Potential to contribute to the body of knowledge.

## NOTIFICATION OF ACCEPTANCE

Notification of acceptance will be sent via email to the submitting author by **9 August 2017**.

Acceptance or otherwise is at the discretion of the Scientific Program Committee whose decision is final. All presenting authors must register and pay to attend the Forum.