VAADA 2019 Abstract Submissions General Guidelines

Abstract

Abstracts should be written in a clear manner which can be understood by interested parties outside of your immediate field of expertise (i.e. avoid jargon or highly technical terms. Acronyms should be spelt out the first time they are used etc.). While your abstract should be aimed at a professional audience, avoid assuming knowledge.

Abstracts should be in line with the conference theme, 'Jack of all Trades, Master of One', which recognises and acknowledges the importance of mastery in the alcohol and other drug (AOD) field and the issues and challenges of working in varied contexts and with allied sectors. You may wish to focus on one or both of these issues in your abstract.

NB: Multiple abstracts may be submitted by or on behalf of one presenter. We cannot guarantee that your submissions will be selected or if selected, will be scheduled on the same day of the conference.

Length

Titles, abstracts and bios must conform to the <u>word counts</u> provided. This is to ensure all abstracts are treated with equal consideration by the Abstract Selection Committee and to avoid lengthy abstracts that require editing by VAADA. If your abstract exceeds 250 words, it will not be considered for inclusion in the conference. The fields provided may allow for more **CHARACTERS** than you need for your **WORD** limit but please keep to the requested word limit. Word counts should be checked using a program such as Microsoft Word.

The word limit for an abstract is 250 words

Presentation Types

- Select the presentation type that works best for your content. Longer presentations, especially workshops, will be expected to cover new ground, substantiate or elaborate more complex points, have a diverse range of speakers etc. Is your presentation more of an update, can it be delivered in a different format?
- Please select two categories that BEST fit your presentation. One of those can be "other" with a brief explanation. We understand that a lot of the work in the sector is multi-faceted and that things do not always neatly fit into neat categories. Having some indication of where you think your presentation fits will greatly assist us with abstract selection and programing of the conference.

Presenter Biographies

Please write your biography and those of other presenters in the third person. For example, "John Smith is a Professor of addiction medicine at Metropolis University".

The word limit for a presenter biography is 50 words.

Notification Process

If your abstract submission is successful, we will notify you via email. On acceptance you will **need to register and purchase a ticket.** Details on registration and programming will be sent to you.

If you would like any further assistance in preparing your abstract please don't hesitate to contact the VAADA conference organiser James via email at conference@VAADA.org.au