VAADA 2023 Conference Abstract Submission 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 align with the conference theme, **'Shifting Landscapes - Building the Holistic Treatment Mosaic'**, which seeks to unpack the many issues brought on by large-scale reform activity currently underway in the Mental Health and AOD field. These reform aim to bring about a more holistic treatment landscape better suited to the needs of service users. You may wish to focus on your work with consumers, or collaboration with allied service systems, or how AOD's unique treatment approach can be retained in a holistic treatment environment.

 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.

Abstract Length

Titles, abstracts and bios must conform to the <u>word counts</u> provided. This ensures all abstracts are treated with equal consideration by the Abstract Selection Committee. If your abstract exceeds 140 words or 950 characters including spaces, it will not be considered for inclusion in the conference. The fields provided may allow for more **<u>CHARACTERS</u>** than you need for your **<u>WORD</u>** 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 a title is 15 words

The word limit for an abstract is 140 words or 950 characters including spaces.

Presentation

Oral Presentations are a maximum of 25 minutes. When planning your presentation allow enough time for questions at the end. The **minimum** presentation length allowed is 15 minutes with 10 minutes question time, however you may choose any length as long as it does not exceed the 25 minute timeframe, including questions. There will be a 5 minute interval between each presentation for delegates to move to the next session in another room, and to allow some set up time for presenters.

Speaker tip: rehearse your presentation and time it to ensure it stays within the above timeframes. Allow one slide for every 40 seconds- 1 minute of your presentation as a general guide for PowerPoint presentations.

Presentations are a minimum of 15 minutes with 10 minutes question time or a maximum of 25 minutes with no question time.

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 or 400 characters including spaces.

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 Caitlyn Wilson via email at <u>conference@VAADA.org.au</u>