VAADA 2025 Conference Abstract Submission Guidelines

Submission Deadline: Thursday October 31 2024

- Abstracts must be submitted via the online submission form.
- Abstracts must be prepared according to the guidelines (this document).
- Abstracts submitted from people who are affiliated with tobacco, alcohol or gambling entities or their affiliates will not be accepted. All abstracts must be original work.
- Abstract submission acknowledges consent for publication of the abstract in the conference handbook and on the conference website.
- The presenting author will be required to register for the conference by the registration deadline. In-person attendance by the presenting author is expected.
- The conference committee and organisers will not be held responsible for submissions not received for any reason. If you have any issues with your submission you may contact the conference organiser at conference@vaada.org.au

Submissions

Abstracts should be written clearly and in a way that can be easily understood by those outside your specific field (i.e., avoid jargon or overly technical terms, and spell out acronyms on first use). While your abstract should target a professional audience, avoid assuming prior knowledge.

Abstracts should align with the conference theme: From Challenges to Solutions: Responding to a Changing World. This conference seeks to explore whether the AOD sector must innovate or pivot to address emerging challenges such as budget constraints, climate change, AI, and novel addictions, or if it is already equipped to handle the rapidly changing landscape.

 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.

Workshops

Should you wish to run a workshop, please email the conference organiser at conference@vaada.org.au with an explanation of the workshop and any requirements.

We cannot offer additional AV equipment or alternative seating arrangements to the theatre-style setup. Please note that workshops must adhere to the program schedule and cannot exceed 1 hour and 25 minutes.

Abstract Length

Titles, abstracts and bios must conform to the word count.

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 CHARACTERS than you need for your WORD limit but please keep to the requested word limit. Word counts should be checked using Microsoft Word.

The maximum word limit for the title is 10 words.

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

Presenter Biographies

All presenter biographies are to be written in the third person. For example, "John Smith is a Professor of addiction medicine at Metropolis University".

The character limit for a presenter biography is 400 characters including spaces and a maximum of 50 words.

Presentation Guidelines

Oral presentations should be no longer than 25 minutes. When planning your presentation, please ensure you allocate enough time for questions at the end. The shortest presentation time allowed is 15 minutes, followed by 10 minutes for questions. You can choose any presentation length within the 25-minute limit, including the question time. A 5-minute interval will be provided between each presentation to allow delegates to move to the next session and for presenters to set up
Speaker tip: rehearse your presentation and time it to ensure it stays within the above timeframes. If using presentation slides allow a slide every 40 seconds - 1 minute of your presentation.

Each presentation has 25 minutes: 20 minutes for the presentation + 5 minutes for questions

Use of language

Part of what makes VAADA's Biennial Conference special is the diversity of its audience. Delegates range from highly specialised medical professionals to community workers and consumers. Please consider the language you use in your presentation and the impact it may have on people in the audience. Please avoid using stigmatising terminology.

Notification Process

If your abstract submission is successful, we will notify you via email. Upon 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 conference@vaada.org.au