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Intravenous Nursing New Zealand Incorporated Society (IVNNZ Inc.)

Guidelines for Submitting an Abstract

Theme

Abstracts relating to the Conference theme: Commitment to excellence in infusion practices related to one of the following IVNNZ matapono (values)

- Patient centred care
- Professionalism
- Collaboration
- Innovation
- Diversity and Inclusion
- Sustainability

Formatting Requirements

Abstracts should be submitted using the text box provided and submitted by midnight NZST on **Friday 17th November 2023.**

- Should be 300 words or less, exclusive of title, author(s) names, and institutional affiliation(s)
- Abstract title should use sentence case only, please do not use UPPERCASE only and full stops
- Do not include degrees or titles
- Please do not use abbreviations unless defined in the abstract
- Care should be taken to ensure high quality English expression and grammar
- Please DO NOT include any tables, graphs or images with your abstract(s)

Abstracts should use the following layout as a guide, if unsure about the layout of your abstract, please contact the Secretary.

Submitted abstracts can be edited any time prior to submission deadline, midnight NZST on **Friday 17th November 2023.**

Title; This should be succinct and descriptive of the study

Introduction; Give a brief reason for the study. Provide a clear statement of the aims of the study

Methods; Give a short description of the case study/review, research study population or specimen preparation, data collection and processing.

Results; Important statistical results should be included.

Conclusions; Make simple statements that are supported by the evidence shown in your results

Submission Details

Abstracts can only be submitted via online submission portal. Complete the online submission form, and cut-paste your abstract in the text box provided. If successfully submitted, you should receive an automatic acknowledgement of the receipt of your abstract(s).

If you wish to make changes to your abstract you can do so until the submission deadline. After this date you will be unable to gain access.

Review Process

All abstracts will be reviewed by the IVNNZ Executive committee by Friday 8th December, 2023. Updates will be communicated by the Secretary via email to the abstract submitter only.

Some abstracts will need to be amended and you may be asked by the Executive committee to submit these changes. It is the intention of the Executive committee to use the amendment process to assist authors to improve the value of their abstract.

All presenters must register by **Wednesday 31st January, 2024** to confirm their participation, or the presentation will be withdrawn from the program.

Presentation Prizes

Prizes will be awarded at the closing session for each of the below categories:

- NZ Research
- International Research
- Innovative Practice/Clinical Experience
- First Time Presenter
- Poster