



CALL FOR ABSTRACTS GUIDELINES For Podium & ePoster Presentations

Welcome to the NCOI2020 online submission system to submit an abstract for the 29th National Conference on Incontinence.

Please carefully read all instructions before initiating a submission.

[LOGIN OR CREATE AN ACCOUNT TO SUBMIT AN ABSTRACT](#)

Once your account has been created, you will be able to submit an abstract for a podium or ePoster presentation from this page. For workshop submissions, please follow this link [Workshop Submissions](#).

NCOI 2020 Key dates:

Abstract & Workshop Submissions Close – Monday 20 April

Notification of Submission results - Week commencing Monday 11 May

Preliminary Program Released / Registrations Open – Monday 18 May

Presenter Registration Deadline - Monday 13 July

Podium & ePoster Presentations

Podium

- Podium presentations are scheduled for Thursday 19 and Friday 20 November 2020.
- The confirmed time of accepted podium presentations will be announced in the Conference Program once made available.
- Podium presentations are scheduled for 5 minutes of oral presentation of the accepted abstract followed by 2 minutes of question & answer. These times must be strictly adhered to. You will be alerted at the 4 minute mark that you have 1 minute remaining to complete your presentation before question time.
- Your presentation must be no longer than 5 slides including no more than one background slide.

ePoster

- ePosters are poster presentations to be displayed in a dedicated area of the Conference venue near the Trade Exhibition and catering.
- Authors will have the opportunity to present their work to delegates during scheduled timeslots at lunchtime on Thursday 19 and Friday 20 November.

- The presentation will be facilitated with the use of an electronic poster board. The system will allow ePoster presenters to move around and zoom in on any section (just like a large iPad).
- ePoster presentations are scheduled for 3 minutes of oral presentation of the ePoster followed by 2 minutes of question & answer hosted by the chairperson.

Abstract Submission Guidelines

Please follow the guidelines below. Submissions will be returned if the guidelines are not adhered to. Accepted abstracts will be published exactly as they are submitted. All accepted abstracts will be published in the Australian and New Zealand Continence Journal and appear in the Conference app. Abstract presentations will be made available to the conference delegates. **Please remember to proof read the abstract submission before pressing submit.**

Submission Criteria

Accessing the abstract submission site

- There are no restrictions on the number of submissions you may submit or on the number of submissions you may present.
- The deadline for electronic submissions for abstracts is 20 April 2020 at 11:59 PM, AEST.

Abstract word limit

- **Title word limit:** There is a limit of 50 words for your abstract title.
- **Body word limit:** There is a limit of 500 words (excluding title) for the text body of your submission.
- **Figures and Tables limit:** You may add one image, figure, graph OR table to your submission. Figures and tables will appear at the end of your abstract, both on the proof and for publication. Figures and tables cannot be placed within the text of the submission.
- **References:** Maximum three (3) references to be cited. Number reference in the text.

Abstract Title

- Please make sure you double-check your title, as it will be published as submitted.
- Use mixed case for title – do not use all caps or all lowercase. Do not put your title in quotation marks.
- Titles may not exceed 50 words.
- Do not include trial group name in title of abstract.

Abstract body

Omit all names and geographical references in the body of the abstract. Organise content in sections as follows:

- **Objective:** describes the research objective
- **Methods:** describes research methodology used
- **Results/findings/outcomes:** summarises evaluation, including outcome data
- **Conclusions:** states the conclusions drawn from results

Abstracts that do not comply will be rejected.

Abstract acceptance/rejection notifications

- You will be notified electronically of the acceptance/rejection of your abstract week commencing Monday 11 May.

- This notification will include the date and time of session/presentation as well as type of presentation if accepted.
- Only the corresponding author will be notified. It is the responsibility of the corresponding author to notify all co-authors.
- If you do not receive your notification by Friday 18 May, you should contact conference@continence.org.au.

Authors

- Please consult with your co-authors on how they would like their names to appear. Please enter all authors in the order they should appear in the heading of the abstract. If you (the Contact Author) are not the Presenter on a submission, you will need to provide contact information on the Presenter.

Biography of the Presenting Author

- A brief CV/biography of the presenting author with a maximum word count of 100 words must accompany submission. Information will be used during the Conference for introductions and may also be included in conference literature.

Disclosure

- Ethics approval number or indicate “Not required”
- Any project funding
- Conflict of interest (all co-authors must declare at the time of submissions)
 - If no - indicate “I have no actual or potential declarations to make”.
 - If yes – indicate “I have a competing financial relationship/s affiliation/s that could be perceived as having a bearing on my presentation. I have listed all current competing interests or affiliations below:
 - Competing Interest or Affiliation
 - Name of Person/Organisation

Eligibility

Work submitted for presentation at this conference must not have been previously published or presented at another conference (for example International Continence Society). Please do not submit case reports as they are not permitted and will not be reviewed.

Language

All abstracts must be prepared in English.

Presentation type

- You will be asked to select the appropriate presentation type for your submission e.g. Podium or ePoster.

Product Name Usage

- For purposes of blind scoring, institutional names must be omitted whenever possible in the title and body of the abstract.
- Authors are requested to avoid the use of commercially branded names.
- If a specific device is only identifiable by its trade name, then this should appear in brackets after a generic description of the device.
- Should it be necessary to use a trade name, then the trade names of all similar products or those within a class must be used.

Responsibilities of the Corresponding Author

The first author listed for each abstract serves as the corresponding author and as the primary contact for all correspondence regarding the abstract. The corresponding author is responsible for the following:

- Ensuring that all authors have read the abstract and agreed to be co-authors.
- Notifying all co-authors of any additions, deletions, and changes to the program, as may be communicated by the Continence Foundation of Australia.
- Obtaining all the conflict of interest disclosures.

Revisions

- Carefully check the proof of your abstract. Make sure all special characters and formatting are displaying properly in your proof.
- If you find errors, return to the appropriate page by clicking on the page name in the left-hand menu to make your corrections.
- You may return to the online submission site to revise your abstract until 20 April 2020 at 11:59 PM, AEST.
- After this date/time, the submission site will close, and no additional changes/edits can be made.
- If your abstract contains errors, you may opt to withdraw the abstract.
- If you have not completed all required sections and details, you will not be able to submit.
- When all required information is entered, the "Conclude Submission" button will appear at the bottom of the "Confirmation" step.

Registration

- Presenting authors must register as delegates of the conference by Monday 13th July.
- Details on how to register will be included in the acceptance notification letter.

Scientific Committee Abstract Review

- After the submission site closes, completed abstracts will be reviewed by the Scientific Committee before inclusion in the relevant program stream.
- All abstracts will be blinded for review, meaning the abstracts will be reviewed without knowledge of the author/s, institution/s or disclosure information.
- The Scientific Committee will make final decision as to the format of your presentation i.e. podium or ePoster presentation.
- Abstracts will be accepted on any subject concerned with continence issues across the ages.

Abstract Review scoring Criteria

- All abstracts will be scored using the following scoring criteria:
 - Originality/ Topicality – New knowledge or new reserchon known topic and/or Topic relevance to cotemporary practice
 - Methods / Results – quality of the research methodology (quantitative/qualitative) and data analysis/findings
 - Clinical Relevance – application of research outcomes to continence practice/issues

Withdrawals

- After 20 April, corresponding authors may submit a request to have an abstract withdrawn.
- To withdraw a submitted abstract after the deadline, written notification must be sent to conference@continence.org.au.

- This notification must include the title, authors and affiliations (as submitted), name affiliation, phone, fax and email of the submitter.
- We recommend using the summary page as part of this notification.
- For an accepted abstract to be withdrawn and not appear in publications, notification must be received by 28 August 2020.
- After this date, withdrawals are still accepted but abstracts may still appear in the conference materials.

Need Help?

- For technical assistance, regarding the abstract submission site, contact the Conference Host and Organiser the Continence Foundation of Australia at +61 3 8692 8400 Monday through Friday, or by email conference@continence.org.au.
- For general abstract enquiries, email conference@continence.org.au.