

Abstract Application Form

The 31st Annual Scientific Meeting on Diving and Hyperbaric Medicine

HTNA 2024, Kingscliff, NSW, 26th 27th Oct 2024

Proudly presented by

The Hyperbaric Technicians and Nurses Association Inc.



STOP PRESS!!

EARLY BIRD ABSTRACT PRIZES

BLACKMANS BAY DISTILLERY VOUCHER \$300

The HTNA is offering an early bird prize for abstracts submitted by close of business 16th Aug 2024.

The winner will be drawn by the executive committee (from a hat) notified directly and have their names published on the HTNA website and HTNA Facebook page.

Closing date for abstract submissions is **20th Sep 2024**. Abstracts will NOT be accepted after this date.

Abstract Title:

Author Name:

Contributing Authors: (if applicable)

Institution: (if applicable)

Author's Postal Address:

Author's Email Address:

Abstract Content: (Max 250 words- please see over for Abstract Guidelines)

Was Ethics Committee Approval obtained? Yes No Not Applicable

Abstract Word Count and Time Limits for Presentation

Word count of abstract is 250 - not including title, author, and institution. Time limits for presentations will be either **A** 15min plus 5min of questions, **B** 30min plus 5min of questions, or **C** 40min plus 5min of questions.

Time limits will be strictly adhered to.

Please indicate presentation time required: **A** **B** **C**

Abstract Guidelines

- A. Abstract heading should contain:
 - 1. Title in BLOCK CAPITALS throughout.
 - 2. Next line - Author(s) name(s) [first name, initial, surname.]
 - 3. Next line - Institution(s), city, state and country of origin.
 - 4. One line space prior to text commencement.
- B. Text should be:
 - 1. Single-spaced throughout with dark, high-quality print.
 - 2. The first line of each paragraph should be indented by three (3) spaces.
 - 3. The text should not contain subheadings, underlines, or bold type.

Abstract Content Guidelines

- A. The text must have a maximum of **250 words**. Longer abstracts will not be accepted.
- B. Scientific abstracts should contain brief but complete statements of: Introduction, Study Objectives, Methods, Results and Conclusion(s).
- C. Non-scientific (Descriptive) abstracts should contain statements of: Introduction, Objectives of Report, Description of Subject, Substantiation of Opinions or Statements and Conclusion(s).
- D. The abstract must contain sufficient information so that if it is published in the proceedings of the meeting or in a journal, it will be a complete scientific report independent of the presentation.
- E. The text should not contain statements alluding to results or conclusions not presented in the text, e.g., abstracts stating "will be discussed", "will be presented" will be rejected.
- F. Abstracts should be written in the past tense (i.e. should state what was done. not what is being, should or will be done).
- G. Use only standard abbreviations. Non-standard abbreviation should be kept to a minimum and defined in parentheses in the text. In general, no more than 2 non-standard abbreviations should be used and should only be used to replace works appearing four (4) times or more in the text. Use SI units except for pressure - Use cmH₂O or mmHg or ATA with kPa units in brackets (optional).
- H. Abstracts containing graphs, diagrams, or complex tables will not be accepted unless they are provided in a computer graphic format compatible with MS Word.
- I. Acknowledgement of supporting institutions may be made at the end of the text. References should not be included.
- J. Presentations **MUST** be forwarded to the HTNA committee no later than 20th Sep 2024 @ htna.executive@gmail.com
- K. If a presentation is too large it can be dropped into the HTNA Google Drive account (e-mail the HTNA committee for details). All presentations **MUST** be in word for windows format.

Principles of Abstract Selection

- A. For both the scientific standards and journal publication all scientific abstracts must provide sufficient detail of study objectives, methods, results, and conclusion(s).
- B. Abstracts cannot meet the scientific standards if they have:
 - 1. Absence of inadequate descriptions of the methods, results, or conclusions.
 - 2. An insufficiently quantitative description of the results.
 - 3. Allusions to any information (especially results or conclusions) that is not present in the abstract, but which will be presented at the meeting.
 - 4. Jargon, undefined non-standard terms, or abbreviations.
- C. Abstracts of a non-scientific nature (e.g. case reports, those expressing opinions on topics or describing situations or practices but without a scientific approach) may be accepted for presentation in limited numbers because of their potential interest to the meeting. Such abstract must still contain sufficient description of objectives of the report, description of the subject, some information to substantiate opinions or statements and a conclusion.
- D. A reader of the abstract must obtain sufficient information to understand the methods by which the results were obtained and must see the pertinent results that justify the conclusion in the absence of attendance at the presentation.