ACD ASM 2024 Call for Abstracts

You are invited to submit an abstract to the Australasian College of Dermatologists Annual Scientific Meeting 2024.

ACD ASM 2024 call for abstracts close on Monday 5 February, 11:59 PM AEDT.

Notifications will be sent out by Monday 4th March 2024

PLEASE NOTE BEFORE YOU SUBMIT
- 3 abstracts per person limit.
- Abstracts submitted without data will not be considered.
- Industry submitted abstracts will not be accepted.
- Read though this entire document before proceeding.
- All submissions must be made via the online portal in X-CD.
- Ensure ALL authors/presenters are aware of, and agree with, the abstract details as well as the submission terms and conditions.

Important Information

Abstract Format
Abstracts need to be structured under the following sub-headings: Aim, Method, Results and Conclusions. The abstract should not repeat the title, authors and affiliations. Do not submit your abstract without data. If you submit without data, your abstract will be withdrawn.

- **Aims:** Reflects pertinent background information and the purpose of the study (the hypothesis that is being tested);
- **Methods:** The research design, setting for the study (or studies if a review), the participants (number and type), the treatment or intervention, and the type(s) of statistical analysis used;
- **Results:** The outcome(s) of the study and, if appropriate, its/their statistical significance;
- **Conclusions:** The significance of the results.

If you are submitting a case study you do not need to follow the above structure and can be in paragraph format. **Abstract submission information**

Submissions should be no longer than 300 words (excluding title and other contact details). Further details will be provided to accepted presenters.

- All abstracts must be submitted in English.
- Do not submit your abstract without data. If you submit without data, your abstract will be withdrawn.
- The author is responsible for the accuracy of the abstract.
- Do not include references in your abstract body
- All presenters of accepted submissions are expected to register and pay to access the ASM.
- The acceptance of an abstract does not imply provision of travel, accommodation or registration for the ASM, nor any other costs associated with preparation, presentation of the oral or poster, or any costs associated with attendance at the ASM.
- All abstracts are reviewed by members of the Meeting and Events Oversight Group. The Group's decision is final.
- By submitting your abstract, you agree to have your abstract (if accepted) published on the ASM website, College website, ASM app and in printed material.
- By submitting you agree to give College permission to publish your name and email address in the online Abstract Supplement published by Wiley.
- If you have any commercial interests or associations that might pose a conflict of interest regarding the submission, they must be declared. If accepted for presentation, the commercial interest or association must be declared on the title slide or the slide immediately following the title slide.
- You give College permission to film or photograph your presentation at the ASM.
- You will immediately notify College if you are unable to present or if the presenting author is changed.

Presentation Type

For each abstract, you must indicate the presentation format for which it is being submitted from the following options. If the author selects "Oral only" their abstract will not be considered for a poster and vice versa. If the author wishes to be considered for oral but are happy to be offered a poster this can be selected.

1. Oral Presentation Only – an oral presentation, using PowerPoint slides, presented by one nominated author. Presentations will include 2 minutes each for audience questions.
2. Poster Only - authors will have the opportunity to have their hard copy Poster in the Exhibition Hall for the entire duration of the ASM for delegates to view.
   Posters provide visual display of new techniques, programs, research or professional innovations. They are the ideal medium for the presentation of complex visual material and emerging practice content.

3. Either Oral or Poster

Themes

Using the online abstract submission form authors will be able to select ONE (1) of the following categories (subspecialty) that best fits their submission. These categories will be used by the Oversight Committee and the designated Subspeciality Leads for review.

Acne
AI in Dermatology
Atopic Dermatitis
Biologics / Psoriasis
Climate Change and Skin Health
Contact Dermatitis
Cosmetic Dermatology
Current and Future Dermatology
Education (Teaching and Learning)
Ethics and Professionalism
Genital Dermatology
Hair
Medical Dermatology
Melanoma/Oncology
MOHS
Paediatric and Adolescent Dermatology
Pigment disorders
Psychodermatology
Rosacea
Surgery for the General Dermatologist
Tropical Diseases and First Nations Dermatology

Industry abstracts

ACD ASM cannot accept abstract submissions from industry for consideration into the formal scientific program. If a Fellow of College submits an abstract and they have received support or input from industry, please disclose this at the time of submission and during the presentation of the paper. Failure to comply with the above requirements will lead to automatic rejection.
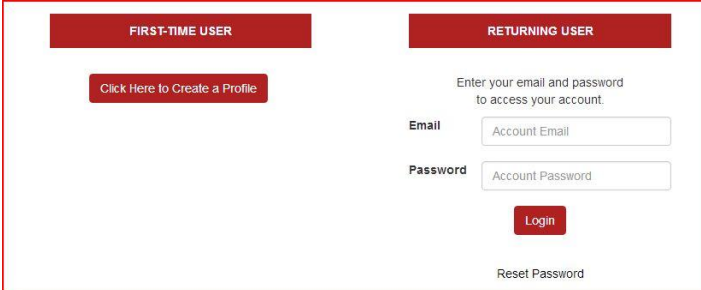
Online Submission Instructions

A. Register as a user in the online abstract submission system

The online form will require you to submit your abstract in two steps:

- Register as a user and then submit the abstract information – complete the fields
- Add any additional authors/presenters
  (Please ensure profiles linked to a submission are correct and up to date. Once an abstract is submitted, any updates to additional authors/presenters can only be made by the additional authors/presenters themselves via a separate login they will receive with the automatic abstract confirmation).

To create a new user profile select **"click here to create a profile."**

Select the **RETURNING USER** if you are a returning user and log in to view/update your abstract or update your profile once your abstract has been submitted.

Once you create your profile, you will be automatically logged in to submit your abstract.

We recommend bookmarking this page as a favourite.

B. Submit an abstract

Please read the instructions on the screen carefully and complete the fields in the submission form. The submission can be edited until the system is closed.

Select the relevant submission form.

Select **Click Here to Start** a new abstract

ORAL / POSTER ABSTRACT SUBMISSION QUESTIONS

Please see below for the questions that will appear on the online submission form.

1. **TITLE (max 200 characters)**
   Enter the full title of your abstract. The title should be as brief as possible but long enough to clearly reflect the nature of your abstract. This title may appear in all ASM information (includes print, website, app and social media).

   The title should be written in sentence case (not be all caps). Capital letters should only be used at the beginning of the title, for a proper noun or after a colon.

2. **ABSTRACT (max 300 words)**

   The abstract should not repeat the title, authors and affiliations (abstracts will be blind reviewed). Do not submit your abstract without data. If you submit without data, your abstract will be withdrawn.

   ACD requires a structured abstract organised under the following headings:

   - **Aims:** Reflects pertinent background information and the purpose of the study (the hypothesis that is being tested);
   - **Methods:** The research design, setting for the study (or studies if a review), the participants (number and type), the treatment or intervention, and the type(s) of statistical analysis used;
   - **Results:** The outcome(s) of the study and, if appropriate, its/their statistical significance;
   - **Conclusions:** The significance of the results.

   If you are submitting a case study you do not need to follow the above structure and can be paragraph format.

   References are not to be included.

   Special Symbols and Formatting are to be used sparingly. Once your submission is complete, please read your abstract in in full to ensure the symbols are displayed correctly. If not, please click on the 'Special Character' icon on the screen to see the list of available characters to insert.

   Tables may be used however, if you are using a table anything in this table will be counted towards your total word count.

   Any abstracts exceeding the word limit and not using the above format will not be accepted.

3. **PRESENTATION TYPE**
   Please choose your preferred means of presentation:

   - Oral Presentation Only
   - Poster Only
   - Either

4. **THEME**
   Please select one of the these listed above that best fits your submission. These categories will be used by the Oversight Committee and the designated Subspeciality Leads for review.

5. **IDENTIFY**
   Please identify your status.

   - ACD Fellow or other Dermatologists
   - ACD Registrars (including doctors who have been accepted onto the College training program for 2024)
   - Other

6. **INDUSTRY SUPPORT / INPUT**
   Have you received industry support or input? if you have, please declare this here.

7. **CONFLICT OF INTEREST**
   Does the author/s have any commercial interests or associations that might pose a conflict of interest regarding this submission?
   - Yes
   - No

   If 'Yes' is selected, please list the conflict of interest.

   If this abstract is accepted for presentation, you must provide a statement on any potential conflicts of interest at the commencement of the presentation and/or on any slides or poster.

8. **TERMS AND CONDITIONS**
   By submitting authors must agree to the following terms and conditions;

   - I declare that the submissions are the original works of at least one author/presenter.
   - If the submission is accepted, I confirm that at least one author will register and pay to attend and present the abstract at the ASM.
   - No funding is provided to presenters. Any presenter not registered for the ASM by the deadline specified in the acceptance email may have their abstract removed from the proceedings and program.

- If third party material is used in the submission, I promise it does not and will not breach any existing Intellectual Property or a third party's Intellectual Property or Moral Rights.
- I give permission for the College to publish your name and email address in the online Abstract Supplement published by Wiley.
- I give permission on behalf of all presenters and affiliations associated with the abstract submission, for the Abstract and PowerPoint to appear on the ACD ASM 2024 ASM website, ASM phone app, College website and in printed ASM material if it is accepted for presentation.
- You give College and Think Business Events permission to film or photograph your presentation at the ASM and host it on the on-demand platform.

SUBMIT
Once you are satisfied with your submission, select SUBMIT.

NOTE: Once you submit your abstract, you will receive a confirmation email with a submission number and information. You may login at any time prior to the site closing to update your submission.

C. ADDING CO-AUTHORS
When you have finished creating a new submission, X-CD will automatically assign you as a main presenter. Once you have completed all submission fields, you will then be directed to add your co-authors/presenters or select SKIP.

If adding co-authors, each co-author will also receive a confirmation email with your contact information and their login information. All co-authors have *Read only* access, unless you assign a co-author to be a presenter. Presenters have *Read/Write* access.

To prevent duplicates, first search for an existing contact using the search box.

You can assign co-authors by:

- **Selecting an existing contact from the drop-down menu** (someone who already has a user profile). Begin by typing part of their last name. Make sure to select the correct person, in the correct organisation. Co-authors will be added to your abstract and will be sent an automated email with login instructions and details of the abstract. For privacy reasons, you will NOT be able to view an existing profile in X-CD. If you select someone from the drop down menu, please follow up with this person to ensure they have received the email with the instructions on how to login and check/update their own profile.

  OR

- **Adding a new contact** (someone who does NOT have a user profile or may work for a different organisation than listed). You must enter their email address and other required contact information. Please note that you will not be able to edit the

information once you hit 'Add Co-Author' button. Co-author/s will be sent an automated email with login instructions and details of the submission. Follow up with your co-authors!

Under **Authors**, you can also update the order of the authors by dragging and dropping as well as define the 'Primary Presenter'.

Updating an abstract
Authors may login to edit/update the submission until the call for abstracts closes on 5 February 2024. This can be done by logging in as a RETURNING USER and selecting Edit Abstract OR Authors as per below.

Withdrawing an abstract
If you want to withdraw an abstract, please contact the ASM Office in writing via email to acdasm@thinkbusinessevents.com.au. Please note that withdrawals need to be communicated in writing by the author who originally submitted the abstract, and in doing so, the Conference Office assumes that all other authors/presenters have been informed of the withdrawal.

Enquiries
ACD ASM 2024 Conference Office
Think Business Events
Email: acdasm@thinkbusinessevents.com.au
Phone: 03 9417 1350

For easy reference, please always include the reference number and title of your presentation in your email.