**ABSTRACT FORM – Please complete as a word document on this form**

**Submission Dates 1 September 2023 to 1 March 2024**

**Title of the paper**

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|  |

**Details of principal author**

|  |  |
| --- | --- |
| Full Name and Title |  |
| Name of Institution with Complete address |  |
| Contact details |  |
| E-mail for correspondence |  |

**Abstract**

|  |  |
| --- | --- |
| Complete list of Authors |  |
| Abstract  (not more than 300 words excluding references –  4 references only and one figure) | AbstractAims:Methods:Results:Discussion:Conclusion: **References:** |
| Key Words (3) |  |
| Institutions of Author |  |
| Preferred type of Presentation | Poster |
| Oral |
| Note: All legitimate submissions will have Poster space. Selected papers will be given a chance to be presented orally as determined by the Scientific Review Committee. Please see Additional notes for presentations. |

**Additional Information** (not more than 150 words each)

|  |  |
| --- | --- |
| Brief Resume of the principal Author to be presented during introduction of speaker.  (including key qualifications and appointments) |  |
| Brief description of the medical practice or Hyperbaric facility |  |

Note

1. Kindly send Abstracts as attachment in email as a “Word Document”
2. Subject in Email : “Abstract SPUMS 2024”
3. **Email to: scientific-convenor@spums.org.au**

**Speaker guidelines**

All Power point presentations are to be submitted the scientific convenor on registration day, Sunday May 12th 2024 for uploading on the conference computer and verification of function of any animations or videos.

Please arrive 10 minutes early for your session, and make yourself known to the session chair.

Please refrain from using the very bottom of the slides as attendees at the back of the room have difficulty seeing the lower parts of the slides.

Please check that your color choice projects well and can be read from a distance.

Please keep your slides concise with words to a minimum so that they are easily read from a distance. 5 words on 5 lines is a good guide. A picture is often worth a thousand words.

Please practice the delivery of your presentation, using simple sentences and avoiding jargon.

Guest speakers may be recorded for pod casts.

Speakers will be notified of 5 minutes remaining in their allocated time.

Five minutes will be allocated at the end of the presentation for questions. This time will be revoked if the speaker goes over time. Alternatively, the question session may be after all speakers have presented.

Speakers will be kept to their allocated time slots to ensure fairness to all speakers.

Please stop when signaled by the moderator to do so.

**Abstract research/case presentation guidelines**

Case presentations will be 10-15 minutes in length with 5 minutes for questions.

Free paper Research presentations will be 15-20 minutes in length with 5 minutes for questions.

Review papers will be 25 minutes in length with 5 minutes for questions.

**SPUMS Diplomas and potential scholarships**

SPUMS diploma research project presentations are encouraged. Scholarships to assist with travel/registration costs may be available for diving medicine papers from the Australasian Diving Safety Foundation, <https://adsf.org.au/> or hyperbaric medicine papers upon application to the scientific convenor, for free registration funded by SPUMS. This only applies to projects completed within the last calendar year, must be applied for prospectively, and reimbursements will be made after successful presentation at the conference.

Intending presenters are reminded that it is SPUMS policy that their presentation is considered for publication as a full paper in Diving and Hyperbaric Medicine. The Editor will contact presenters prior to the meeting.