

Dietitians Australia 2021 Conference Submission guidelines

Dietitians Australia and the 2021 Scientific and Social Program Committee (SSPC) invites the submission of abstracts for consideration in the scientific program at the Dietitians Australia 2021 Conference to be held in Melbourne, in July 2021.

Submissions are encouraged to explore the 2021 theme “What’s possible?” and incorporates the key academic themes of transform, reinvent, and diversify.

Please note: The 2021 Conference will be a hybrid event, offering both in-person and virtual attendance and presentation options, COVID permitting. We will be keeping abreast of developments and provide updates as needed.

Submitting speakers are asked to keep in mind that, should your submission be accepted into the program, you may be asked to present virtually if required.

1. Overview of submission types

Submission are invited for the main conference program (Monday and Tuesday), and the pre-conference program (Sunday).

Submissions are sought in a number of presentation styles, either:

Presentation type	Program	Length	Number of speakers	Room Setup
Research – Oral presentation	Main conference program	8 minutes, plus 2 min Q&A	1	Theatre
Research – Rapid Fire	Main conference program	5 minutes, plus group Q&A	1	Theatre
Research – Pecha Kucha	Main conference program	6 min 40 sec, plus 2 min Q&A	1	Theatre
Research – E-Poster	Main conference program	5 slides	1	NA – digital delivery
Research – Pitch your Project	Pre-conference program	3 minutes	1	Theatre
Symposium	Main conference program	90 minutes	3-4	Theatre
Seminar	Main conference program	90 minutes	1-6	Theatre

Workshop – Emerging dietitians	Pre-conference program	2 hours	No limit	Cabaret
Workshop – Advanced education	Pre-conference program	3-4.5 hours	No limit	Cabaret

Please note Rapid Fire presentations will be offered to high scoring poster submissions

2. Submission types

2.1. Research presentations

There will be five different formats for research presentations: *Oral presentation, Rapid Fire, Pecha Kucha, E-Posters and Pitch your Project*. You can select your preferred presentation format when submitting your abstract. Papers will be selected from accepted abstract submissions, grouped into themes and presented in concurrent sessions.

2.1.1. Standard oral

Main conference program (Monday, Tuesday)

Standard presentations report original research or project findings, papers reporting work-in-progress, methodological papers, case presentations or professional practice issues.

Key features

- 8 minute presentation + 2 minutes questions (10 mins in total per speaker)

2.1.2. Rapid Fire

Main conference program (Monday, Tuesday)

Please note Rapid Fire presentations will be offered to high scoring poster submissions.

Rapid Fire is a 5 slide, 5 minute oral presentation of an electronic poster followed by small group discussion grouped by themes into sessions that will take place in the Rapid Fire Lounge.

A session will typically include:

- Chair intro (5 min)
- Presentation #1 (5 min)
- Presentation #2 (5 min)
- Presentation #3 (5 min)
- Presentation #4 (5 min)
- Small group discussions (Up to 30 min)

Once all presentations are completed, the rest of the session will be dedicated to smaller group discussions. The audience may split up into smaller groups and group discussions will be held at a separate terminals situated within the Rapid Fire Lounge. The presentations are submitted prior to the conference and available on the Rapid Fire portal for up to 12 months after the conference.

Key features

- An oral presentation of a traditional poster format
- Electronic presentations on plasma screens and an online portal

2.1.3. Pecha Kucha

Main conference program (Monday, Tuesday)

Pecha Kucha is a presentation form of 20 images for 20 seconds. The slides change automatically and the speaker must synchronise their speech with the images. The entire presentation always lasts for exactly 6 minutes and 40 seconds. It can help teach presenters to only share top line, take home key messages.

Pecha Kucha is a Japanese term that translates to 'chit chat'. The aim is for the presentation to be clear, succinct and overcome text heavy PowerPoint. Presenters are allocated with a maximum time of 6 minutes and 40 seconds which equates to 20 slides shown for a maximum of 20 seconds each. We recommend formatting and timing your 20 slides to auto-switch to next slide at every 20 second interval. For more information and examples, visit the website here: <http://www.pechakucha.org/>

Key features

- 20 images for 20 seconds (6 minutes 40 seconds) + 2 minutes questions (9 minutes per speaker)
- Presenters accepted to present a Pecha Kucha oral session will be provided training via a webinar prior to the Conference.
- To minimise disruptions, Pecha Kucha presenting presenters will be required to participate in a panel discussion at the conclusion of all presentations (in lieu of question and answer time at the end of individual presentations)

2.1.4. E-Poster

Main conference program (Monday, Tuesday)

An e-poster is an electronic poster and in 2020 replaces the traditional hard copy poster format. The e-poster presentations are submitted via an online portal prior to the conference and is available on the portal prior to the conference and for up to 12 months after the conference.

Key features

- Electronic presentations on plasma screens at the conference and an online portal
- In-lieu of traditional poster format
- 5 slides (1 title slide and 4 content slides)

2.1.5. Pitch your Project

Pre-conference program (Sunday) – Emerging dietitians stream

The emerging dietitians stream will include a "Pitch Your Project" session in which emerging dietitians (including students) can present a brief presentation (3 minutes) on a research or quality improvement project that has just commenced, is partially completed or finalised. The aim of the session is to provide a supportive environment of peers for new conference presenters. Delegates can select the "Pitch Your Project" session on abstract submission. Papers will be selected from assessed abstract submissions. There will be an award for the best "Pitch your Project" presentation.

Key features

- 3 minutes (strict)
- Two slides
 - Slide 1: speaker name and presentation title
 - Slide 2: statics slide to support the presentation

2.2. Symposium and Seminar

You will be asked to select either the symposium or seminar format when submitting your abstract.

2.2.1 Symposium

Main conference program (Monday, Tuesday)

Symposia aim to provide a detailed exploration of the topic by experts in the field. The topic of the symposium must clearly relate to the conference theme **What's possible?** and should be of key interest to the profession. Speakers can (and are encouraged to) be from outside of the profession to provide a different perspective on a topic or to help explore other aspects of the topic. For example, speakers for a clinical symposium could be a dietitian, a doctor and a pharmacist.

Each symposium will usually consist of 3-4 speakers offering a range of perspectives, including a discussant/coordinating speaker responsible for drawing together themes, coordinating discussion and directing questions from the floor to speakers. The discussant may also be a speaker or may take on the role of discussant only.

Delegates are strongly encouraged to consider strategies to engage the audience alongside traditional lecture presentation. For example (but not limited to): panel discussions, use of electronic polling, interesting case studies for consideration and discussion.

The symposium program will consist of both invited and symposiums selected from assessed submissions. Submissions should include clear learning objectives, proposed symposium content, engagement strategies, a statement of how the symposium is relevant to the conference theme or major subthemes and a description of each speaker and their presentation. Submissions are also asked to consider the assessment of learning. Interest group submissions are welcomed.

Key features

- 90 minutes
- Lecture style with engagement opportunities
- 3-4 speakers total including discussant/chair
- Detailed exploration of the topic

Example

Symposium Title: Managing nutrition in children with disabilities

Session Outline

- Introduction (discussant)
- Managing children with disabilities in the community (community dietitian)
- Medical considerations for managing children with a disability (paediatrician)
- Determining energy needs for children with a disability (research dietitian)
- Panel discussion and closing comments (discussant)

2.2.2. Seminar

Main conference program (Monday, Tuesday)

Seminars aim to provide an overview or key content on the topic or many topics. The key purpose of a seminar is information sharing as opposed to a more in-depth exploration of the topic (symposium).

A seminar will consist of a maximum of 6 speakers. Delegates are strongly encouraged to consider strategies to engage the audience alongside traditional lecture presentation. For example (but not limited to): panel discussions, use of electronic polling, interesting case studies for consideration and discussion.

The seminar program will consist of both invited seminars (including any DAA strategic activities) and symposiums selected from accepted submissions. Submissions should include clear learning objectives, a session outline, engagement strategies, a statement of how the seminar is relevant to the conference theme or major subthemes and a description of each speaker. Submissions are also asked to consider the assessment of learning. Interest group submissions are welcomed.

Key features

- 90 minutes
- Lecture style with engagement opportunities
- Maximum 6 speakers
- Information sharing

Example

Seminar Title: Giving Feedback: an overview of feedback models

Session Outline

- Introduction (speaker 1)
- The feedback sandwich (speaker 1)
- Pendleton's model (speaker 2)
- Situation – Behaviour – Impact (speaker 3)
- 360 degree feedback (speaker 4)
- Tips for making feedback effective (speaker 5)
- Conclusion (speaker 1)

2.3. Workshops

Pre-conference program (Sunday)

There will be two workshop streams available, the Emerging dietitians stream, and the Advanced education stream. You can select the appropriate stream when submitting your abstract.

The workshop program aligns with the aims of The Centre for Advanced Learning (CAL): to develop, enhance and support the dietetic and nutrition knowledge base of DAA members, by providing innovative professional development (PD) opportunities.

There will be two main workshop streams: Grow Your Career (*Emerging Dietitians*) and Evolve Your Practice (*Advanced Education*). Workshops will run concurrently.

Workshops aim to provide an active learning environment in which participants can learn, practice or develop a skill or idea. Workshops are encouraged to include small group work and will be provided in rooms set up with round tables (cabaret style).

The workshop program will be selected from accepted submissions (including any DAA strategic activities). Interest group submissions are welcomed. To be considered for inclusion in the program, the following criteria must be met:

- Learning objectives must be clear and strongly align with course content.
- Learning objectives and course content must demonstrate an understanding of the audience (pre-requisite assumptions to be made).
- Use of high-quality and current literature
- Course content intertwines and presents theoretical principals that align with the learning objectives in a practical and engaging manner. For example:
 - Case-studies
 - Role-play activities
 - Polling
 - Assessment activities
 - Discussion forum/boxes
 - Group discussion (including: group brain-storming, debates and ‘report-back’ learning)
 - Critical appraisal of key papers (research)
- Appropriate key pre-reading materials suggested to support course learning.
- Course speakers must be engaging and an expert in their area of practice.

Example

Time	What	Details
20 min	Introduction and housekeeping	Ice breaker activity
60 min	Topic 1	Content to be delivered Activity description
15 min	Break	
60 min	Topic 2	Content to be delivered Activity description
45 min	Discussion	Group discussion Group activity
10 min	Closing comments	Content wrap up

2.3.1. Workshop – Emerging dietitians stream

This stream offers workshops for emerging dietitians or for dietitians looking to upskill in a new area or seeking a career change. Content should be aimed at dietitians with 0-4 years’ experience in an area of practice. This aligns with CAL’s “Continuing Education” stream. Workshops will be 2 hours and there are no limits to the number of speakers or workshop assistants. Workshops addressing key priorities areas will be preferred for inclusion in the program.

Key priority areas for the emerging dietitian stream are:

- Business or private practice development skills
- Corporate nutrition

- Entrepreneurial pursuits
- Clinical skills areas: paediatrics, eating disorders, sports nutrition

Key features

- 2 hours
- Cabaret style (small ~40 people, medium ~ 70 people, or large ~90 people).
- Active learning opportunities e.g. small group work
- Skill level: 0-4 years in the area of practice
- Addresses key priority areas

2.3.2. Workshop – Advanced education stream

This stream offers workshops for dietitians looking to extend skills in an area. For example, a dietitian may already have experience in an area and is seeking to maintain or grow their knowledge OR a dietitian may be aiming to advance their skill set into the next level of practice. Content should be targeted at an intermediate to advanced skill level (dietitians with a minimum of 5 years' experience in an area of practice). This aligns with CAL's "Advanced Education" stream. Workshops will be 3-4.5 hours (including breaks) and there are no limits to the number of speakers or workshop assistants.

Sister workshops submissions may be considered. Sister workshops would run consecutively (i.e. Session 1 in the morning and Session 2 in the afternoon) but should be stand-alone sessions to allow delegates to attend either or both sessions.

Key priority areas for the advanced education stream are:

- Clinical skills, specifically: cardiovascular disease, gastrointestinal disease, diabetes, allergy & intolerance and eating disorders.
- Business skills
- Leadership
- Sustainability
- Implementation and translation

Key features

- 3-4.5 hours (including breaks)
- Cabaret style (small ~40 people, medium ~ 70 people, or large ~90 people)
- Active learning opportunities e.g. small group work
- Intermediate to advanced skill level (minimum 5 years' experience in the practice area)
- Addresses priority areas

3. Important information

3.1. Key Dates

Call for papers closes	Friday 5 February 2021
Reviewing period	Friday 5 February – Friday 12 March 2021
Registration opens	Wednesday 10 March 2021
Author notification	March 2021
Presenter registration deadline	Wednesday 12 May 2021
Accommodation closes	Friday 18 June 2021
DA2021 Conference	Sunday 11 – Tuesday 13 July 2021

3.2. Areas of Practice

In alphabetical order

- Aged Care
- Corporate
- Disability/Rehab
- Food Production/Primary Industry
- Government Dep/Agency
- Hospital (Public)
- Hospital (Private)
- Mental Health
- NGO
- Primary/Community Care
- Private Practice
- University

3.3. Content Area

In alphabetical order

- Bariatric Surgery
- Corporate Nutrition
- Cystic Fibrosis
- Diabetes
- Dietitians in the Private Sector
- Disability
- Eating Disorders
- Education
- Food Allergy and Intolerance
- Food and Environment
- Food Service
- Gastroenterology
- Health, Behaviour and Weight Management

- HIV/AIDS
- Indigenous Nutrition
- Mental Health
- Nutrition Support
- Oncology
- Paediatrics and Maternal Health
- Public Health and Community Nutrition
- Rehabilitation and Aged Care
- Renal
- Other: please provide

4. Using the abstract submission portal

Please read the following information on how to use the online abstract submission system to register your details, submit, edit or withdraw an abstract for the DAA 2020 Conference.

Abstract submissions will only be accepted via the online portal.

The online portal requires you to submit your abstract in four steps:

1. Register your contact details
2. Submit the abstract information
3. Add additional authors or presenters
4. Complete the Disclosure Information

Before you submit

Before you submit your abstract, download the appropriate submission template. These templates are in Microsoft Word format and will outline the information required for your chosen abstract submission, which you can then cut and paste into the portal to make your submission.

We **strongly recommend** that the person submitting the abstract is the primary presenter.

IMPORTANT INFORMATION: You are NOT able to complete your abstract until you have answered all mandatory questions. You are NOT able to save a draft of your abstract; your submission must be complete in one attempt.

Step 1. Register your contact details

You will be required to create a user profile before you can submit your abstract.

If you are a new user click the button to create a profile under the “First-Time User” heading.

If you submitted an abstract for the 2020 conference, enter your email address and password under the “Returning User” heading. If you have forgotten your password, click the “Reset Password” text located below the login button.

Once logged in, click the button labelled “Click here to start”

Step 2. Submit the abstract information

Click the “Start Submission” button, it will be labelled with a (1).

Read all the information carefully and complete all the required fields. When you’re satisfied with your entries click the “Submit” button at the bottom of the page.

IMPORTANT INFORMATION

- The title should be as brief as possible but long enough to indicate clearly the nature of the abstract. If accepted, this title will be used in the final program.
- **Do not include** author names, institution or other identifiers in your text as all abstracts will be blind reviewed.
- **Do not use** tables or figures.
- **References are not required.** If you wish to include them, they must be included in the body of your text and included in the word count.
- **Do not repeat the title** of the submission within any other field.

Step 3. Add additional authors or presenters

Click the “Presenters” button, it will be labelled with a (2).

Enter the name, affiliations, photo and a brief biography (250 words) for ALL additional authors or speakers. Enter in the order in which you wish them to appear in the printed text.

Additional authors and speakers will receive a confirmation email.

We recommend you share the submission confirmation summary with the other authors so they can check their name and affiliations are correct.

Step 4. Complete the Disclosure Information

Click the “Disclosure Information” button, it will be labelled with a (3).

Answer the questions and fill in the details of any affiliations or disclosures as directed.

When you’re satisfied with your entries click the “Submit” button at the bottom of the page.

Confirmation

A confirmation email will be sent to you. Please check all the details on the summary page are correct. If you do NOT receive a confirmation email, email the conference office via da@thinkbusinessevents.com.au.

Submitting multiple abstracts

To submit multiple abstracts, use the same email address and password then follow the steps as above as a ‘**Returning User**’.

Edit an abstract

Login into the portal as a returning user.

You will see the list of your submitted abstracts, click “Edit Abstract” on the abstract that you wish to change. Edit the fields you want to change. Click “Update Abstract”. You will be sent an email confirming your abstract has been amended. You can edit submissions until **Monday 5 February, 5pm AEDT**.

Notification

The primary presenter will receive notification of the outcome of submissions before Wednesday 31 March 2021. If your submission is accepted, the notification will contain details of whether your presentation will be require in-person or virtual delivery.

All accepted presenters **MUST** register and pay to attend the conference before **Wednesday 12 May 2021** or risk being withdrawn from the program at the discretion of the committee.

Withdrawals

Withdrawals must be communicated in writing by the submitting author to the conference office via daa@thinkbusinessevents.com.au.

In doing so, the conference office assumes that all authors/presenters have been informed of the withdrawal. Once an abstract is withdrawn, it may not be reinstated.

Contact

For any enquiries regarding the Dietitians Australia 2021 Conference call for submissions process, please contact the conference office:

Think Business Events

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Email: da@thinkbusinessevents.com.au

www.da2021.com.au