# 2024 SRNT-O CONFERENCE – INSTRUCTIONS FOR AUTHORS

The 2024 SRNT-O Conference will be held at The University of Queensland (Herston campus), Brisbane, Australia on Thursday 30 May 2024. The theme for the SRNT-O Conference is nicotine and tobacco research, and we invite submissions on a wide range of related topics. Submissions are open to SRNT members and non-members. All oral presentations and posters must be presented in person.

## DISCLAIMER

People who are affiliated with or employed by tobacco or vaping product entities (current or in the past 5 years), tobacco or vaping product industry consultants or lobbyists are not permitted to attend or present at the 2024 SRNT-O Conference.

For this conference, tobacco and vaping product entities are defined as:

- any company that manufactures/distributes combustible tobacco products or vaping products
- any company or organisation that is a wholly or partially owned subsidiary of any of the above
- any company whose intellectual property is owned fully or partially by any of the above

## KEY DATES

- Abstracts must be submitted via the 2024 SRNT-O Abstract Submission Form no later than 11:59 p.m. AEST on **Wednesday, 31 January 2024.**
- First authors/presenters will be provided with an outcome from **Friday, 9 February 2024**.
- All presenters must register by **Friday, 22 March 2024** via the 2024 SRNT-O Conference and CRE Symposium Registration Form.
- Nominated presenters must provide disclosure of industry funding and affiliation by **Friday, 19 April 2024.**
- Presenters must email their slides to create@uq.edu.au by **Wednesday, 22 May 2024.**

## ABSTRACT SUBMISSION INSTRUCTIONS

- Abstracts must be prepared in English.
- Abstract text should not exceed 250 words.
- Abstracts should include the following sections: Background/Introduction, Methods, Results, Discussion/Conclusion.
- Do not include charts, graphs, tables, or references.
- Only abstracts summarising research findings that have NOT been published at point of submission will be considered. Work may have been presented elsewhere prior to the conference, for example at the SRNT 2024 Annual Meeting.

- If the first author is unable to attend/present, they can nominate a presenter via the abstract submission form.
- Each abstract submission must include all sources of funding for the presented <u>work</u>.
- The <u>first author</u> must disclose industry funding and affiliation at time of submission. <u>Nominated presenters</u> will be asked to provide the same information by 19 April 2024.
- Proofread your submission. If included in the program, your abstract will be published exactly as it appears on your submission. The Organising Committee is not responsible for author errors and will not proof submissions for spelling or content.
- Up to 2 SRNT-O abstracts can be submitted via the abstract submission form. For more than 2 abstracts, a new submission form is required.
- A confirmation message will be displayed on your screen after successful abstract submission. A copy of your submission will be sent to your nominated email address. If you are unsure if your abstract has been successfully submitted, please contact the Organising Committee at create@uq.edu.au
- Authors will be able to create a new submission or edit an existing submission up to the closing date (31 January 2024).
- All abstracts will be peer-reviewed. Abstracts may be accepted as oral or poster presentation with consideration given to the author preference and program balance. First authors/presenters will be notified from 9 February 2024.
- The Organising Committee will communicate ONLY with the first/presenting author through the email address given at the time of submission. It is the responsibility of the first/presenting author to communicate with any co-authors. Should this email address change, please notify the Organising Committee at create@qu.edu.au so that you receive timely correspondence regarding your abstract submission.

## PRESENTATION FORMATS

We invite submissions for oral presentations and posters. Presenters can select their preferred presentation format in the Abstract Submission Form.

<u>ORAL PRESENTATION</u>

Oral presentations will be allocated max. <u>10 minutes</u> plus 3 minutes for questions per speaker. Please ensure that your presentation does not extend beyond the allocated 10-minute time slot. Please use Microsoft PowerPoint for your presentation. If you would like to use another program, please contact us at create@uq.edu.au so that we can discuss whether this will be possible. We recommend that you use no more than 10 slides per presentation.

<u>RAPID FIRE PRESENTATION</u>

Rapid Fire presentations will be allocated max. <u>4 minutes</u> per speaker.

All presenters are required to include a DISCLOSURE STATEMENT on the <u>first slide</u> of their presentation, listing all funding sources for the presented work and any conflicts of interest. If there is no conflict of interest, this should be noted on the slide. Presenters who do not provide disclosure information in their slide deck will NOT be allowed to present at the 2024 SRNT-O Conference.

Presenters will be asked to provide a short bio and photo by **Friday, 19 April 2024.**

Presenters must email their presentation slides to [create@uq.edu.au](mailto:create@uq.edu.au) by **Wednesday, 22 May 2024.**

Oral presentations will be recorded and may be shared by SRNT and the NHMRC Centre of Research Excellence on Achieving the Tobacco Endgame. If you do not wish to share your presentation, please contact the Organising Committee at [create@uq.edu.au](mailto:create@uq.edu.au) by **Wednesday, 22 May 2024.**

<u>POSTER</u>

The poster session allows presenters to discuss their research with interested colleagues during the SRNT-O Conference morning tea, lunch and afternoon tea breaks in an informal setting.

Recommended poster size is <u>A0</u> (841 x 1189mm). <u>Portrait</u> orientation is mandatory.

All posters must include a DISCLOSURE STATEMENT on the <u>upper left corner,</u> listing all funding sources for the presented work and any conflicts of interest. If there is no conflict of interest, this should be noted on the poster. Posters without a disclosure statement will NOT be displayed.

Authors/presenters are required to hang their posters in their allocated spot, indicated by the presenter's name and poster number. Blu Tack/Velcro to hang your poster will be provided. Please remove your poster at the end of the conference.

## AWARDS FOR BEST ORAL PRESENTATION AND BEST POSTER

The best oral presentation and the best poster presented by (i) a PhD student and (ii) an ECR researcher (i.e. up to 7 years post PhD) will receive a (non-monetary) award. Winners will be announced at the end of the conference.

For any questions or comments, please contact the Organising Committee at [create@uq.edu.au](mailto:create@uq.edu.au).

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*Thank you for your submission! We look forward to seeing you in Brisbane in May 2024!*