



Instructions for Registration & Abstract Submission WHEA 2010

How to submit Registration for WHEA 2010 is via abstract submission. Submissions will only be accepted via the online registration form at www.knowledgecentre.co.nz

Closing dates Online registrations open in mid December 2009 and close
5pm Friday, 12th February 2010.

Word count Abstracts **must not exceed 250 words** (or 2000 characters, including spaces). The abstract is to be text only.

Tip: Compose your abstract in Word (or similar software) and use the word count tool to check your abstract is within the limit. Then cut and paste it into the abstract section of the online registration form.

Title Your title should be **no more than 25 words**. A title should be short, concise, easy to understand and give the reader an accurate idea as to methodology and content. To create a winning title, write out 6 to 10 key words found in the abstract and string them into various sentences.

Structure Use the following headings to structure your abstract:

Introduction	This is why this project was important
Objectives	This is what we wanted to do
Methods	This is how we did it
Results	This is what we found
Conclusion	This is how we interpret it
Acknowledgements	Who made this possible, supported and/or funded it, if any
Conflict of interest	If any

Review & acceptance Abstracts are reviewed by the Awards Committee and entrants will be notified of acceptance as soon as possible via email to the contact person named on the registration form.

Additional Information about writing abstracts (not required for WHEA 2010):

The WHEA online submission form allows you to enter your title and author details separately to your abstract. However, should you be submitting an abstract for another event/conference etc in future, you would also need to follow these additional instructions.

- Abstracts should be double-spaced lines, font size 12 pt (preferably Times New Roman)
- **Title** should be in **bold** print
- **List of authors** should be included with the presenting author underlined e.g. John A. Smith, Mary B. Doe and Bjorn Smith
- **Address of corresponding author** should be supplied, preferably an e-mail address and mobile phone.