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HISTOTECHNOLOGY  
GROUP OF QUEENSLAND



## QUEENSLAND STATE HISTOLOGY CONFERENCE & HGQ AGM

Friday 7 - Sunday 9 October 2022  
Pullman Reef Hotel Casino, Cairns

# Call for Presentations

EVENT MANAGERS:



Absolute Events  
& Marketing

EXCEEDING EXPECTATIONS

[www.histologyconferenceqld.com.au](http://www.histologyconferenceqld.com.au)





## GENERAL INFORMATION

Hosted by the Histotechnology Group of Queensland Incorporated (HGQ), the conference is a great opportunity to learn and network among some of the most knowledgeable people in Queensland on histology.

The last conferences held were in 2016 and 2012 with excellent attendance, and there has been a large demand for a State Conference. Due to the COVID pandemic, the 2020 conference was postponed. The Committee are eager for the Queensland State Histology Conference (QSHC) 2022 conference will be held in Cairns and will be filled with technical presentations, learning of new products and services from sponsors and exhibitors, as well as the all-important networking activities.

## CALL FOR PRESENTERS

The QSHC welcomes submissions for oral and poster presentations for the programme.

- **Oral presentations will be allocated 30 minutes including any Q&As** (*subject to confirmation*).  
We recommend 20 – 25 minutes for your presentation with 5 – 10 minutes for questions.
- **Poster presentations** – There is a prize for the Best Poster

## THEMES

You can contribute to the programme by submitting to one of the conference session themes:

- Past, Present & Future
- Research & Academic
- Case Studies
- Troubleshooting
- Quality Assurance/Quality Control
- Local, Domestic & International
- Histology & Histology-Related

## KEY DATES

<b>Submissions Open</b>	By Friday 29 April 2022
<b>Deadline for Submission</b>	Friday 15 July 2022
<b>Reviews Undertaken</b>	Saturday 16 July - Friday 29 July 2022
<b>Notification of Submission Outcome</b>	Friday 5 August 2022
<b>Presenter Registration Deadline &amp; Early Registration Deadline</b>	Friday 26 August 2022



# PRESENTATION SUBMISSION

## SUBMISSION PORTAL

All submissions must be made through the online submission portal and each submitter must set up an account. This account is specific to the QSHC 2022 only.

**Online Submission Portal:** [click here to access submission portal](#)

## SUBMISSION REQUIREMENTS

### Submission Information:

- **Title** – 20 words maximum and must be in **Upper and Lower Case for the Title**
- **Presentation type** – select from the available dropdown options
- **Presentation theme** - select one session theme from available dropdown options
- **Presentation Overview text** – **maximum of 300 words** (spaces are not part of this count). The submission should have a clear focus, succinctly outline your topic and relate to the selected theme
- Submissions should provide enough information on the suggested presentation piece. Submissions should also demonstrate how the presenter has the relevant background to present on the topic
- Standard abbreviations may be used for common terms only. Otherwise, any abbreviation should be given in brackets after the first full use of the word. Abbreviations may be used in the title, provided the name in full is outlined in the body of the text
- Graphics cannot be included in your submission

### Presenter Information:

- One individual can submit up to a maximum of two presentations. Presenters will only be included in the programme once, so please keep this in mind when submitting
- A submission can have up to two presenting authors. These presenters must be entered as Author 1 and Author 2 (if applicable)
- You can be a co-author on multiple presentations that are accepted to the programme
- You will need to provide name, position and affiliation (organisation) for each author

## REVIEW OF SUBMISSIONS

- The Conference Chair and/or QSHC Committee will review all submissions
- **Submissions will be assessed based on the following criteria:**
  - Contribution to the overarching technical programme
  - Contribution to the selected session theme
  - The extent to which the submission contributes to the body of knowledge in the specific theme
- Submissions which are unethical, incomplete, or for which outcomes are not apparent will not be accepted for inclusion in the programme
- Please note that Conference Chair reserves the right to allocate presentations to the best advantage of the programme



## GENERAL POLICIES & REQUIREMENTS

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- All submissions must meet the requirements outlined in this document. You will be required to confirm acceptance of these when submitting.
- Submissions must be original work, written in English and free of typing/grammar errors. Accepted submissions will be printed as received
- All submissions must be completed electronically via the online submission website. If you are unable to submit in this manner, please contact the Conference Organisers to discuss options. The Conference Organisers will not be held responsible for submissions that are not received via the online submission site or for any submission errors
- If you do not receive an email confirmation within one hour of submitting, please contact the Conference Organisers on [histologyconference@absoluteevents.com.au](mailto:histologyconference@absoluteevents.com.au)
- Submission confirmation does not constitute an acceptance of the presentation
- **If the submission is accepted, the presenter must register within the required deadline and pay the registration fee** for the conference in order to present at the conference and to ensure publication in the conference programme and on the conference website
- If the presentation is accepted to the programme, consent is provided for the presentation slides and photos taken during the presentation to be used and published by QSHC 2022 including being provided to all attendees. Please advise the Conference Organisers if you do not provide consent for publication of presentation slides by
- Submissions are to advise the consent of the publishing of presentation slides as a PDF document to be provided to attendees of QSHC 2022. Should presenters wish not to include their presentation in this document, they must advise the Conference Organisers by Monday 10 October 2022
- If the presentation is accepted to the programme consent is given for photos taken during the presentation to be used and published by QSHC 2022 including being provided to attendees of QSHC 2022 and to HGQ. Should you not wish to be in photographs, please make it known to the photographer
- **Venue Entry Conditions / Event Vaccination Policy:** By registering, you confirm you will comply with State Government mandate and the venue policy that apply at the time in regard to their vaccination policies. We respect any individual's health choice but we are required to comply with the Government requirement. Please be aware that, should you register and then not meet the Government mandate and not be admitted to the conference, no refunds will issued. Each attendee has a personal responsibility to understand the compliance needs prior to registering.



## NOTIFICATION / IMPORTANT INFORMATION

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It is important for you to be aware of the following:

1. **Submissions will close on Friday 15 July 2022**
2. **You will be notified of the outcome by Friday 5 August 2022**
3. To ensure confirmation of your presentation (and acceptance to present at the conference and have your presentation published) **you MUST register by the presenter registration deadline of Friday 26 August 2022**
  - a. If you are not registered by this date, your presentation will be withdrawn

All correspondence will be emailed to the address entered by you at the time of submission. Should you have co-authors also attending the Conference, please ensure you pass relevant correspondence on to them.

## CONTACT DETAILS

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For any queries, please contact the Queensland State Histology Conference Organisers.

**Susan Harris / Amy Mailander**, Absolute Events & Marketing

**Phone:** 07 3848 0089  
**Email:** [histologyconference@absoluteevents.com.au](mailto:histologyconference@absoluteevents.com.au)  
**Website:** [www.histologyconferenceqld.com.au](http://www.histologyconferenceqld.com.au)

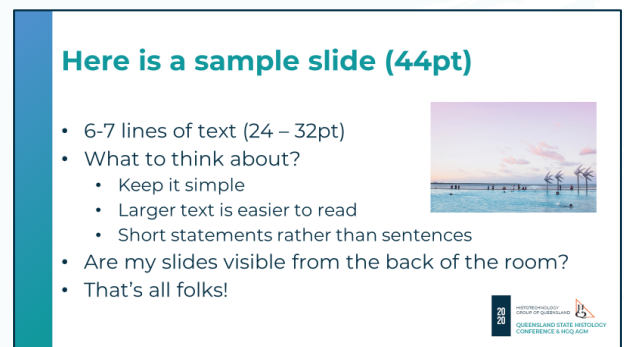
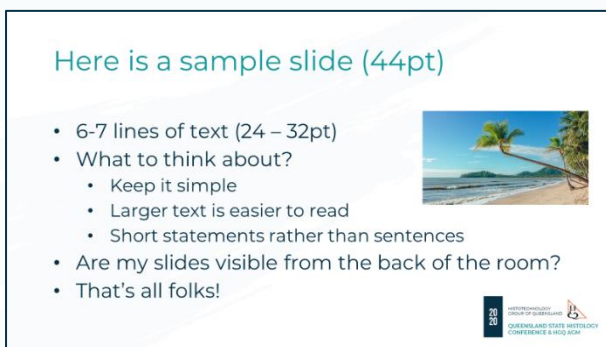


## GUIDELINES FOR ACCEPTED PRESENTATIONS

- **Presentation format:** The presentation format will be 16:9
- **Conference PowerPoint template:** This will be provided to accepted presenters, however, the template is not mandatory to use
- **Presentation Computer Equipment:** Windows 10 based PC with Office 2016

### Preparing your slides:

- Prepare/plan speech before creating slides
- **Number of slides** – For a 20-25 minute presentation, we encourage no more than 30 slides. Attendees should not be expected to read your full presentation. Use your slides to reinforce the main points of your presentation. Remember we don't want PowerPoint Poisoning!
- **Fonts:** We recommend using standard fonts included in Microsoft Office or Google fonts. Use of specialised fonts may cause errors in the presentation layout and format
- **Font Size:** Recommend size
  - *Headings:* 40 – 44pt
  - *Body text:* 28 – 32pt (minimum size 20)
- **Sample slide layout**



### Presenting at the conference:

- Make sure to check in with the audio visual technician to check your slides and ensure they are working properly and the latest version has
- We encourage presenters to engage directly with the audience and not to read from your slides – if using PowerPoint, use the notes section to help with your presentation wording

### Post Conference:

- Your PowerPoint slides will be provided to attendees in PDF format. Please advise the Conference Organisers if you would like to provide an edited version of your slides or if you do not want your slides published.