



Human Resources for the South African Health System Conference

28 - 29 November 2016
CSIR | Pretoria | Gauteng

Human Resources for the South African Health System Conference

ABSTRACT SUBMISSION GUIDELINES

You are invited to submit an abstract for consideration by the Scientific Programme Committee for participation at the Human Resources for the South African Health System Conference Programme. The conference is scheduled to take place at CSIR, Pretoria, Gauteng from **28 - 29 November 2016**. The theme of the conference is *“Creating the people development and management foundation for universal access to healthcare and the NHI: The first in a series of NHI Conferences”*

Abstracts will be reviewed according to the following tracks:

Track 1: Workforce planning and development

Track 2: Leadership for the health system

Track 3: Selection, curriculum and scaling up health professions education

Track 4: Staffing norms, performance and retention

Abstracts can only be submitted electronically through the Human Resources for the South African Health System Conference website. Abstracts submitted to the Conference Secretariat directly through any other means will not be accepted for review. Please draft your abstract according to the headings listed below in no more than 300 words in total. You may draft your abstract in text format only using a word processing software i.e. MS Word and then copy and paste the text in the abstract submission box. Note that no graphic images, tables, graphs or columns should be submitted with your abstract.

Deadline for abstract Submission- 21 October 2016

Guidelines for abstract submissions

The on-line abstract submission system is user friendly. You will be guided through the submission process. Please follow the instructions as shown on the webpage. The submitted abstract should contain the following information:

1. Background and Objectives
2. Method
3. Results
4. Conclusion

Abstract Submission Information

TIP: Draft your abstract in text format in MS Word or a similar programme according to the fields described in Step 3 below. Please only use Arial plain font in 10 point. Save it as a document once you are sure the content is ready for submission as an abstract. Copy and paste the text from this document into the field provided under Step 2 of the submission process.

Please click on the link at the top to view the abstract submission guidelines

Step 1: Abstract Details

You will be required to complete the following fields:

Track

Submission type

Was the same or similar talk given in SA or abroad

Declaration of conflict of interest

Association with trade firm; stock, consultant etc.

Abstract title

Authors

Author's Mobile Number

Author's Work Number

Short bio of author

E-mail address for nominated author (for reader queries and correspondence)

Abstract Text as per the guidelines below

Step 2: Submission of Abstract Content

Abstracts that report research findings should contain the following concise statements:

Background: The description of the problem or the hypothesis, the study objectives

Methods: Study methods used or approaches taken

Results: Specific results in summarized form

Conclusions: Statement about the main outcomes.

Abstracts for reporting on strategies / projects should contain the following concise statements:

Back ground: Short statement summarizing the issue(s) addressed by the abstract

Methods A brief description of the project, experience, program, or research

Results: A brief description of the results or lessons learned

Conclusions: A brief statement of next steps / recommendation

The following fields will need to be completed under their respective headings:

Abstract Information

Abstract Title

Has the material presented in this abstract been published previously?

Preferred presentation: (poster or oral presentation)

Preferred track

Project Scalability: To scale the described project/activity described to a district /regional/national level, what are the requirements? (New or amended policies, operations, human resources, and financial implications)

Combined text in these fields should not exceed 300 words.

Abstracts can only be submitted in text format – no images or graphs should be included.

Step 3: Verification of information provided in steps 1 – 2.

All the details that have been provided in the abstract submission process will be presented for verification.