

6 August 2018  
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RE: Abstract Guidelines and Instructions



As the IAHPR Scientific Committee, we encourage the submission of abstracts that introduces new ideas, concepts, methods and evidence to health preferences research, as well as policy- or clinically-relevant findings. Abstracts related to symposium topics are particularly welcome.

For an empirical quantitative study, its abstract must demonstrate that the data, study design and analyses were appropriate for the aims and that the conclusions are consistent with the results. Such an abstract must include actual findings, not just proposed or intended analyses. Methodologic creativity and innovations are encouraged.

Beyond such studies, the Committee also welcomes other forms of health preference research, such as: (1) novel conceptual abstracts with strong implications; (2) the development and application of support tools for preference-sensitive decisions, such as decision aids; and (3) methodologic comparisons, such as simulation and secondary analyses. Abstracts on pioneering extensions of the stated- and revealed-preference conceptual frameworks are encouraged (with or without empirical results).

Please read the following guidelines carefully before submitting your abstract:

- Abstracts can only be submitted online via our website (<http://iahpr.org>); submissions by fax, post or email will not be considered. Abstracts will not be eliminated administratively unless entirely unsuitable (e.g., duplicates, withdrawals). However, the submission of multiple abstracts on the same study is discouraged.
- The presenter must attest that the work is original and that all co-authors have reviewed the submitted abstract and agree to its final form. The presenter must also indicate:
  - Abstract type: Preferences between Health Outcomes; Preferences between Health-related Goods and Services; Preference Elicitation Tasks and Analysis; Preference Tools and Technologies; or Other;
  - Whether the presenter is a student or post-doctoral fellow;
  - Whether the abstract pertains to the symposium topic; and
  - Whether the presenter is willing to share their slides.

It is the responsibility of the reviewers to take these attributes into account in their ratings.

- It is the presenter's responsibility to submit a correct abstract. Any errors in spelling, grammar or scientific fact in the abstract text will be reproduced as typed by the presenter. Abstract titles may be subject to a spell check if the abstract is selected for presentation.
- All tenured IAHPR members will have the opportunity to review and comment on all abstracts. The Foundation Chair and the Scientific Director will tally the reviewer ratings and comments (similar to elections) and compute the mean score of each abstract:  $5 \times \text{Superior} + 3 \times \text{Good} + 2 \times \text{Acceptable} - 5 \times \text{Unacceptable}$ . Unless a presenter has multiple highly ranked abstracts, the twelve abstracts with the highest mean score will be invited for podium presentation. If there are three or more additional abstracts with mean score greater than 2.0 (Acceptable), these acceptable abstracts will be invited for poster presentation.

- Each presentation will have only 1 presenter. Poster presenters will be offered an elevator talk, but may opt out. All podium presentations (22-30 minutes) and elevator talks (2-3 minutes) will be uploaded to an IAHPR laptop, and presented in English. Presentations will not be recorded (e.g., audio or video); however, photographs may be taken during the meeting. Meeting registration is required for all presenters.
- The presenters are required to disclose financial support and any potential or actual conflicts of interest during their presentation. Abstract review will NOT be based on this information.

### **Ethical Research Declaration**

IAHPR supports only research that has been conducted according to the protocol approved by the institutional or local committee on ethics in human investigation. Where no such committee exists, the research should have been conducted in accordance with the principles of the Declaration of Helsinki of the World Medical Association. The Scientific Committee may inquire further into ethical aspects when evaluating the abstracts.

### **Abstract Format**

- Abstracts typically include four sections: 1) Background, 2) Methods, 3) Results, and 4) Conclusions. Conceptual abstracts may be organized in a less structured format, if preferred.
- Abstract submissions, excluding title and author information, should be no longer than 300 words and must be written in English.
- The use of tables and graphs in the research abstract submission is not allowed.

If you have doubts about your abstract or its format, you are welcome to reach out to the tenured members for their assistance and comments prior to submission.