

28–29 March 2026
Sydney



RANZCO | NEW SOUTH WALES
BRANCH

ASM2026
the eye in crisis

Submission instructions & guidelines for posters

Please read the following instructions on how to prepare and submit your abstract for the RANZCO NSW BRANCH ASM 2026.

PLEASE NOTE: Abstracts submitted in hard copy will not be accepted. Only abstracts submitted via the online portal will be accepted and reviewed.

Accessing the portal

Click on the link below to access the abstract submission site:

[ABSTRACT SUBMISSION PORTAL](https://survey.zohopublic.com.au/zs/LnDRcO)

Or copy and paste the URL: <https://survey.zohopublic.com.au/zs/LnDRcO>

Key dates

- Submissions for poster will open on **9 October 2025**.
- The submissions portal will close at midnight on **Wednesday 4 March 2026 (AEDT)**.
- All presenters must register and pay to attend the ASM. You will need to register and pay by no later than **Wednesday 18 March 2026 (AEDT)**
Please remember that submitting an abstract does NOT automatically register you as a delegate. Presenters who fail to register by the due date risk having their poster removed from the program.
- Poster authors will be notified in **March 2026**. All communications about your submission(s) will be sent to the email address in your profile.

Submit an abstract

The online portal offers a text-based submission form where you will be required to enter the information regarding your abstract, such as Title, Authors, Biography, etc.

Submitting an abstract is a multi-step process:

1. Ensure that you have a copy of your abstract file on hand so that you can copy/paste the information easily into the text-based submission form fields.
2. Your abstract is to be no more than 2000 characters.

STEP 1: Authors - You will need to begin by entering the name of the main/presenting authors first. Once you have completed the main author you are then able to add any additional Co-authors. Please ensure the spelling of their names and affiliations (if applicable) are correct.

STEP 2: Abstract title (max. 15 words) - The title should be as brief as possible but long enough to clearly indicate the nature of the abstract. If you wish to include a subtitle, it must be included in this field and included in the 15-word limit.

Abstract (max. 2000 characters)

- Where possible please structure your abstract to include: ***Introduction, Methods, Results and Conclusion.***
- Enter the abstract text, by either copy/pasting from your word file or typing in the information.
- References are not required. If you wish to include them, they must be included in the body of your abstract and included in the 2000-character count.
- Once your submission is complete, please read your abstract in full to ensure all details are correct.
- Do not use tables or figures.

STEP 3: Confirm the following items for your abstract submission

Confirm the following items for your authors:

- **Conflict** – If any of the author(s) have any commercial interests or associations that might pose a conflict of interest regarding this submission, please enter them.
- **Author approval** - You are required to confirm that the submission has been approved by all authors.
- **Permission to publish** - You are required to provide permission on behalf of all authors and affiliations associated with the abstract submission, for the abstract to appear on the ASM website, app and in printed material if it is accepted for presentation.
- **Author will attend** – Submitters must indicate that they confirm at least one author will register in full to attend and present at the ASM if the submission is accepted for presentation.

STEP 4: Once completed you will be taken to a summary page to review all the details you have entered. If you are happy with the information, you may then click on the '**Submit**' button. The next screen will confirm your submission has been received.

Submitting more than one abstract

If you are submitting more than one abstract, you will need to fill out another submission form to submit a new abstract. Please follow the same steps as above to complete the submission.

Editing an abstract or withdrawing a submission

You may wish to edit your submission prior to the close date. To do so you will need to email nswrancio@thinkbusinessevents.com.au