

Late-breaking abstracts (posters)

Instructions for Submission to Ex Ordo

Register with Ex Ordo

Abstracts must be submitted through the online submissions system, Ex Ordo. You will be required to register with Ex Ordo to establish your username and password. All communications including acknowledgement, acceptance or otherwise will be electronic via Ex Ordo using the email address you have registered with.

Register with Ex Ordo here: <https://nznsaoceania.exordo.com/>

Help for creating an Ex Ordo account is available:

<https://support.exordo.com/collection/438-general>

Ex Ordo is very quick to respond to emails but they are in Ireland so the speed of response will depend on when you send the question.

Submit your abstract

Ex Ordo has some general instructions on abstract submission in their knowledge base. The following provides a guide for the specific process for the Nutrition Societies of New Zealand and Australia Nutrition in Oceania Joint Conference with some top tips. Ensure you have pre-prepared your abstract ahead of time using the instructions for authors.

1. Once you have registered an Ex Ordo account select start a new submission from the dashboard.
2. Abstract instructions will appear.
3. Copy and paste your abstract into the text box. Use the superscript with numbers in parentheses for citations, e.g.⁽¹⁾
Do not use headings in your abstract

Which track would you like to submit to?

- Abstracts
Closed on 11th August 2023
- Late-breaking abstracts
Closes on 29th September 2023

Select the late-breaking track

Which presentation format would you prefer?

- Oral
- Poster
- No Preference

Select poster here

The screenshot shows a web interface for submitting an abstract. On the left is a sidebar with navigation options: 'My Submissions', 'New Submission', 'How to submit an abstract', 'Track', 'Format', 'Title & Abstract' (highlighted), 'Authors', and 'Topics'. A notification at the bottom left says 'Complete! You can view your submission [here](#)'. The main content area is titled 'Title & Abstract' and contains two input fields: 'Title' (with the text 'How to submit an abstract') and 'Abstract'. The abstract field has a rich text editor toolbar with options for bold, italic, underline, list, link, superscript, subscript, and insert. The text in the abstract field reads: 'The abstract needs to be less than 450 and include references and results. Use the superscripts to format your citations.⁽¹⁾ Include citations in parantheses'. A yellow callout bubble on the right contains the text: 'Make sure you include citations, your abstract has results and is less than 450 words. Do not include headings.'

Make sure you include citations, your abstract has results and is less than 450 words. Do not include headings.

References

B *I* **U** ☰ ☷ x^2 x_2 Ω

1. Collins A, Azqueta A & Langie S (2012) Eur J Nutr 51, 261-279

37 words remaining.

Include 1-3 references. Less than 50 words allowed.

Keywords

B *I* **U** ☰ ☷ x^2 x_2 Ω

diet quality; adolescents; sleep; energy

Include 4 key words specific to the abstract but common to the discipline, separated by a semi-colon.

4. Add co-authors, make sure you complete their email address and affiliation. They will be emailed a confirmation receipt. Before submission, it is important that they have read the abstract and had the opportunity to give feedback and consent to submission.

Authors

Is this a student submission?

Yes No

Please nominate all the authors that contributed to this submission below.

1.	Claire Smith University of Otago	<input checked="" type="checkbox"/> Corresponding Author	<input checked="" type="checkbox"/> Presenting Author	<input type="checkbox"/> Re-order <input type="checkbox"/> Edit Author <input type="checkbox"/> Remove
2.	Sally Mackay The University of Auckland	<input checked="" type="checkbox"/> Corresponding Author	<input checked="" type="checkbox"/> Presenting Author	<input type="checkbox"/> Re-order <input type="checkbox"/> Edit Author <input type="checkbox"/> Remove
3.	Add Another Author			

Done
Go To The Next Step

Add as many co-authors as required. Tick which authors will be presenting and corresponding author.

5. Select up to two topics that best fit with your abstract.

How to submit an abstract

EP 1. Track

EP 2. Format

EP 3. Title & Abstract

EP 4. Authors

EP 5. Topics

EP 6. Primary Author Information

TOPICS	9 Topics
<input type="checkbox"/>	Nutrition in our land and water
<input checked="" type="checkbox"/>	Nutrition in education settings
<input checked="" type="checkbox"/>	Nutrition and wellbeing
<input type="checkbox"/>	Women's health
<input type="checkbox"/>	Animal nutrition
<input type="checkbox"/>	Food and bioactives
<input type="checkbox"/>	Children's health
<input type="checkbox"/>	Public health
<input type="checkbox"/>	Mechanisms of diet and disease

Choose up to two topics which best fit with your abstract. Choose the best fit.

6. Complete further information about the primary author

Primary Author Information

Society membership *

Are you a member of the Nutrition Society of Australia or Nutrition Society of New Zealand?

Being a member will reduce your registration fee for the conference. Student members will be eligible for student prizes and travel support if your abstract is accepted.

Nutrition Society of New Zealand
Nutrition Society of Australia
Nutrition Society of New Zealand
Planning to join the Nutrition Society of New Zealand
Planning to join the Nutrition Society of Australia
Not a member
Member of both Societies

Complete whether you are a member of a NZ or Australian Nutrition Society. Being a member will reduce registration fees. Student members will be eligible for student prizes and you may be eligible to some travel support. If you are not yet a member but plan to join, please select you are planning to join.

7. Provide a contact phone number, ethics declaration and details of financial support

Ethics Declaration

By agreeing to this statement you are acknowledging that your research has been approved by an Institutional Review Board and has appropriate ethical approval. In addition if the research involves humans then informed consent has been obtained.

If your research does not involve humans or animals then you can choose not to confirm this statement.



Appropriate ethical approval has been obtained for this research.

Financial Support *

Provide details of the sources of external financial support for the research, including grant numbers. For example, "This work was supported by the Health Research Council (grant number XXXXXXX)". Multiple grant numbers should be separated by a comma and space, and where research was funded by more than one agency the different agencies should be separated by a semi-colon, with "and" before the final funder. Grants held by different authors should be identified as belonging to individual authors by the authors' initials. For example, "This work was supported by a Lotteries NZ (A.B., grant numbers XXXX, YYYY), (C.D., grant number ZZZZ); the Natural Environment Research Council (E.F., grant number FFFF); and the National Institutes of Health (A.B., grant number GGGG), (E.F., grant number HHHH)".

If the research received no funding then please answer

8. Complete a statement about any conflicts of interest.

Conflicts of Interest *

Conflict of interest exists when an author has interests that might inappropriately influence his or her judgement, even if that judgement is not influenced. Because of this, authors must disclose potentially conflicting interests so that others can make judgements about such effects. Please provide details of all known financial and non-financial (professional and personal) relationships with the potential to bias the work. Where no known conflicts of interest exist, please include the following statement: "None."

None

9. Review the [publishing agreement](#), confirming the statement indicates you agree to this.

Publishing Agreement *

Please review the [license to publish agreement](#) and confirm the statement below.



I have read and agree to the license to publish

10. Supply the institution address for each co-author. Please list all authors' initials, surnames and institutions as below. If there is more than one name and address they should be related by superscript numbers.

Example

J. Jess¹, H. Taylor¹ and P. Hickford²

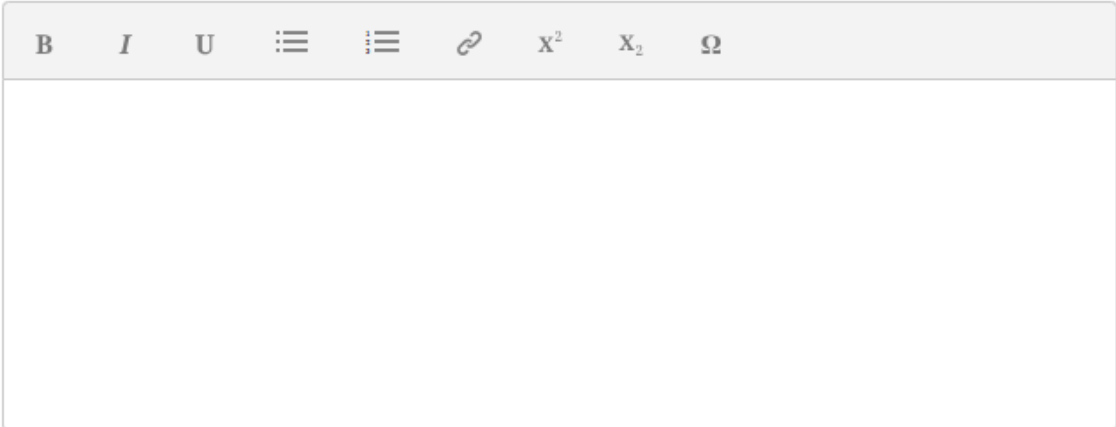
1. Faculty of Health & Social Sciences, Bournemouth University, Bournemouth, BH1 3LT
and 2. The Royal Bournemouth NHS Trust, Bournemouth, BH7 7DW.

Address of each author *

Supply the institution address for each co-author. Please list all authors' initials, surnames and institutions. If there is more than one name and address they should be related by superscript numbers.

Each affiliation should include: Department/School, Institution, Town, Postal Code, Country

Refer to the instructions for an example.



11. You can log into Ex Ordo and edit your submission right up to the submission deadline.

Support

1. For general conference enquiries: infonsnzconference@gmail.com
2. For abstract submission queries: abstracts@nutritionociety.ac.nz or R.paul@massey.ac.nz
3. If you need support from Ex Ordo then use the contact Ex Ordo option on the dashboard: <https://nznsaoceania.exordo.com/>