Top tips for preparing an abstract for the VIIN Young Investigator Symposium

1. **Follow the instructions and comply with deadlines**
   - Use the VIIN abstract template and follow the instructions noted there
   - Use the file naming conventions requested
   - Upload a "content withheld" version of your abstract if required
   - Upload a graphic abstract if desired
   - More detail: https://www.viin.org.au/event/viin-young-investigator-symposium-2022

2. **Manage your time and the steps required to prepare, write and finalise your abstract**
   - Brain-storm and arrange your ideas, gather your data and analyses, fact-check and ensure accuracy, and then write your abstract.
   - Consider writing a structured abstract with sub-titles if this helps you arrange your thoughts; sub-titles can be deleted later, if preferred.
   - Write for a general infection and immunity audience.
   - Don't over-state your findings.
   - Have your abstract reviewed by your mentor / supervisor, a peer or friend and for work with intellectual property potential, the business development office.
   - Ensure your co-author's names and affiliations are correct and complete. Spell-check, grammar-check.

3. **Consider the review process and criteria**
   - Each Abstract is reviewed by more than 2 committee members with no conflicts of interest with your submission, and is scored according to the following criteria. Top scores are selected for oral presentations with consideration to equity and diversity.
   - **Abstract Reviewing Criteria**
     1. State of Completion: are there substantial results to present? More complete stories are more likely to be selected for a 10 minute presentation.
     2. Novelty: Highlight the novelty of your work, were novel concepts or approaches used? How does your work challenge existing paradigms or develop new methodologies or technologies?
     3. Advancement of field/Scientific Merit: Does the abstract address an important problem? Highlight how your work is a significant contribution to your field.
     4. Quality of the study: The background and objectives of the research should be clearly presented. Material presented must be concise and coherent. Is the study design clearly described and appropriate statistical analyses used? How well are the conclusions justified by the data?
     5. Relevance: Is the focus of the abstract and its relevance to the audience and/or broader community stated clearly?
     6. Quality of presentation: Is the abstract clearly written and understandable (no jargon, not acronym dense)? Has the researcher followed the template directions for submission?