**Instructions:**

* Save this file as a MS **Word** document to your desktop
* DO NOT include the presentation title in the abstract. This must be entered only in the online portal.
* DO NOT include authors and their organisation details in the abstract. This must be entered only in the online portal.
* Where possible, format abstracts as:
  + Introduction, Methods, Results and Conclusion, **or**
  + Background (problem statement and project aim), Method or Actions, Results, Conclusion, **or**
  + Situation, Task, Action, Result (STAR)Leave one line between paragraphs
* Specify all abbreviations in full at the first mention, followed by the abbreviation in parentheses, thereafter abbreviation only should be used
* Abstracts are limited to 250 words.
* Abstracts need to be written in English
* Check abstract thoroughly for spelling and grammar
* Do not include references
* When completed, copy and past your abstract into the online submission portal
* Your abstract will appear on the internet & the online conference portal exactly as submitted