ABSTRACT SUBMISSION GUIDELINE

The 12th HTAsiaLink Annual Conference

HTAsiaLink
THE NETWORK TO STRENGTHEN COLLABORATION AMONG HTA AGENCIES IN ASIA

MINISTRY OF HEALTH
SINGAPORE

Important dates
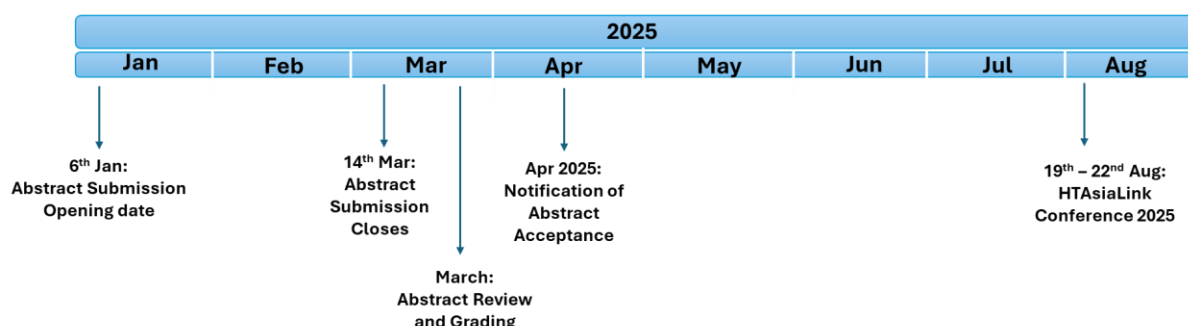
Abstract submission tracks

There are 3 tracks available for abstract submission in HTAsiaLink Conference 2025. Authors should select the most suitable track to submit your abstract(s).

Track 1: Economic Evaluation	Track 2: Health Services Research	Track 3: Others
Economic evaluation topic areas include: • Cost studies (including cost of illness and resource use) • Cost comparison • Budget impact analysis • Thresholds and opportunity cost • Trial-based economic evaluation • Indirect health costs • Value of information • Novel and social elements of value.[1]	Health services research is the multidisciplinary field of scientific investigation that studies how: • Social factors • Financing systems • Organisational structures and processes • Health technologies • Personal behaviours affect access to health care, the quality and cost of health care, and ultimately our health and well-being.[2] Topic areas include policy analysis, qualitative studies or mixed methods.	This track encompasses all research areas not specifically covered in Track 1 or 2. It can include diverse health-related studies, including but not limited to: • Evidence synthesis: systematic reviews, meta-analysis, network meta-analysis, scoping reviews • Data science: observational studies, real-world evidence

[1]ISPOR. About Economic Evaluation. ISPOR. Accessed November 7, 2024. https://www.ispor.org/heor-resources/heor-by-topic-new/economic-evaluation

[2]Lohr KN, Steinwachs DM. Health services research: an evolving definition of the field. *Health Serv Res*. 2002;37(1):7-9.

Eligibility for abstract submission

- Authors from HTAsiaLink member or associate member organisations are eligible to submit abstracts. Please refer to the list of eligible members or organisations on the HTAsiaLink website: https://htasialink.com/about-us/htasialink-members

- For authors who are not affiliated with eligible HTAsiaLink member organisations, applicants must be guaranteed and recommended by one of the HTAsiaLink board members to submit abstracts. Please email htasialink_2025_secretariat@moh.gov.sg for more information.

- Submitting authors are responsible for obtaining consent from all co-authors before submission. By submitting an abstract, all authors agree that if their abstract is accepted for the Conference, the abstract's title and presenter's name will be published in the HTAsiaLink Conference 2025 proceedings.

- Co-authors are permitted to submit abstracts, provided that they will be the presenting authors at the Conference.

- Abstracts will only be accepted from authors who can commit to attending and presenting their abstract in-person at the HTAsiaLink Conference 2025. There are no fees for participating in the Conference. However, all attendees are responsible for their own travel and accommodation costs.

Submission Guidelines

- Authors may submit abstracts on studies that have been completed or are work-in-progress.
    - Work-in-progress studies refer to research which results are not currently available but reasonably expected to be completed by the Conference.
- Authors may submit more than one abstract, but **only one abstract with the highest score** will be considered for oral/poster presentation.
- Authors are expected to exercise due diligence in reviewing and finalising their abstracts before submission. While multiple submissions of the same work are discouraged, in the event multiple submissions of the same abstract are received, the **latest** submission will be used.
- Abstracts submitted after the stipulated deadline **will NOT** be accepted.
- Authors must ensure their abstracts are submitted under the most appropriate track (Economic Evaluation, Health Services Research, or Others) and study status (completed or work-in-progress). The Committee reserves the right to reassign abstracts to a different track if deemed more suitable.
- The submitted abstract must not be an industry funded research.
- The abstract will be reproduced exactly as submitted.
- Abstracts should be written and presented in **English**.
- Abstracts should be typed single-spaced in **12 pt. Arial**.
- Abstracts **should NOT exceed 300 words**.
- Place abbreviations in brackets after the full word the first time it appears.
- Use numerals to indicate numbers, except to begin sentences.
- The use of tables, graphs and other types of images is **not permitted**.
- Use generic names and not trade names for technologies (drugs, devices).

Scoring Criteria (for completed studies)

- The highest-scoring abstracts in each track will be chosen for oral presentations during the Conference. All other accepted abstracts will be for poster presentations.
- Abstracts will be de-identified and reviewed by 2 expert reviewers independently based on the following criteria:

1.Topic	*The topic of this abstract is relevant for the conference and submitted track.*	Scale: 1 (low) to 5 (high)
2. Rationale and Objective	*The justification for conducting the study is stated and objective of the study is well-defined.*	Scale: 1 (low) to 5 (high)
3. Methods	1. *The study design and data collection methods are appropriate for the study.* 2. *Sufficient details have been provided to provide evidence of a logical consistency between the study's purpose and method.* 3. *The analysis plan has been stated.*	Scale: 1 (low) to 5 (high)
4. Results	*The results of the study are clearly stated.*	Scale: 1 (low) to 5 (high)
5. Conclusion	1. *The results have been interpreted appropriately.* 2. *Conclusion is supported by the results.* 3. *Recommendation for policy and/or clinical practice.*	Scale: 1 (low) to 5 (high)
6. Overall score	*The whole abstract is assessed holistically based on coherence, innovation and policy impact.*	Scale: 1 (low) to 5 (high)
Total score	*Sum of score*	Number *(Max score: 30)*

Scoring Criteria (for work-in-progress studies)

- The highest scoring abstracts that show good promise of completion by the time of Conference will be considered for oral presentation. All other accepted abstracts will be for poster presentations.
- Abstracts will be de-identified and reviewed by 2 expert reviewers independently based on the following criteria:

1.Topic	*The topic of this abstract is relevant for the conference and submitted track.*	Scale: 1 (low) to 5 (high)
2. Rationale and Objective	*The justification for conducting the study is stated and objective of the study is well-defined.*	Scale: 1 (low) to 5 (high)
3. Methods	1. *The study design and data collection methods are appropriate for the study.* 2. *Sufficient details have been provided to provide evidence of a logical consistency between the study's purpose and method.* 3. *The analysis plan has been stated.*	Scale: 1 (low) to 5 (high)
4. Availability of results and potential impact	1. *The availability of results and potential impact of the study is well stated.* 2. *Feasibility of completion by August 2025*	Scale: 1 (low) to 10 (high)
5. Overall score	*The whole abstract is assessed holistically based on coherence, innovation and policy impact.*	Scale: 1 (low) to 5 (high)
Total score	*Sum of score*	Number *(Max score: 30)*

Abstract Submission Process

1. **Prepare your abstract:**
   - Please use the attached "HTAsiaLink 2025 Abstract Submission - Track X_XXX_Name.docx" abstract template in the Appendix at the end of this guideline. You may also download it at: https://www.ace-hta.gov.sg/news/events/Details/12th-htasialink-conference-2025.
   - Only **doc or docx** format is allowed for the abstract.
   - **DO NOT** input authors' information into the abstract.

2. **Naming of abstract file:**
   - Abstract file name must adhere to the following format **"HTAsiaLink 2025 Abstract Submission – Track _1/2/3__C/WIP__Name_"**.
     - _1/2/3_: please specify if abstract track is 1 (Economic Evaluation), 2 (Health Services Research) or 3 (Others)
     - _C/WIP_: please specify if the status of study is Completed with a C or Work-in-progress with a WIP
     - _Name_: please input your full name. **It must be the same as author information submitted through the online submission form.**
   - For instance, if your abstract is a completed study for Economic Evaluation (Track 1), please label it as _"HTAsiaLink 2025 Abstract Submission – Track 1_C_John Lim"_.

3. **Submit your abstract online:**
   - **All abstracts must be submitted electronically to https://go.gov.sg/htasialink2025-abstract-submission or you can scan the QR code.**
   - Please follow the instructions indicated in the form to submit your abstracts.
   - The authors' information (Names, affiliations, and contact details of all contributing authors) should only be submitted through the online submission form.
   - Upload and submit your abstract file through the online submission form.
   - If you have multiple abstracts, please **submit ONE abstract per online submission form**.

4. **Troubleshooting:**
   - If authors experience any technical problem during online submission, the abstract can also be submitted as an email attachment to htasialink_2025_secretariat@moh.gov.sg.

Please note that abstracts not adhering to these guidelines may not be accepted.

Notification of acceptance of abstracts

- The submitting author will be notified via email if abstract has been accepted for oral presentation / poster presentation / rejected for the Conference by April 2025.
- Authors are advised to ensure their email contact information is accurate and to check their email regularly, including spam folders, to avoid missing important communications.

TEMPLATE

Abstract Track (please select 1)	☐ Track 1: Economic Evaluation
	☐ Track 2: Health Services Research
	☐ Track 3: Others
Status of study (please select 1)	☐ Completed
	☐ Work-in-progress

Abstract Title:
(Highlight the primary content of the abstract. Do note that this abstract title will be used for the oral/poster presentation title if the abstract is accepted, i.e. the title published in the proceedings.)
Click or tap here to enter text.

Keyword:
(Provide 3 – 5 keywords related to the abstract)
Click or tap here to enter text.

Abstract Text: (300-word limit.)

Rationale & Objective:
(Provide a brief description of the objective/hypothesis of the study)
Click or tap here to enter text.

Methods:
(Details of the methods employed in the study)
Click or tap here to enter text.

Results:
(For completed study, summarise the precise findings of the study)
(For work-in-progress study, indicate availability of results and potential impact of the study)
Click or tap here to enter text.

Conclusion:
(For completed study, describe logically sound conclusions and reliable inference from the results)
(Leave blank if work-in-progress study)
Click or tap here to enter text.

Word count:
(Count all the words from Rationale & Objective, Methods, Results and Conclusion)
Click or tap here to enter text.

+++
End