



GUIDELINES FOR THE CALL FOR ABSTRACTS

Abstracts must be submitted via the conference website. Emailed abstracts will not be considered.

Please read the submission rules before submitting an abstract.

1. The presenting author is required to ensure that all co-authors are aware of the content of the abstract before submission.
2. The presenting author must be listed as the first author.
3. Please submit symbols as words.
4. All abstracts accepted for presentation will be published on the Conference website prior to the Conference.
5. The abstracts of the Conference will be published online as a supplement
6. Please note the submitting author will receive all correspondence about the abstract so we advise that the submitting author details that are entered are the same details as those of the presenting author.
7. **Your abstract is not successfully submitted until you receive a confirmation e-mail after clicking the final submit button. If you do not receive a confirmation e-mail, please contact us.**

GUIDELINES FOR SUBMISSION

Before you begin, please prepare the following information:

8. Abstract Topic – abstracts must be allocated to a specific **Topic, Area of Focus and Target Audience**. Abstract word limit is 300 words.
9. Presenting author's contact details (should be the same details as the submitting author so that the presenting author receives the correspondence about the abstract)
 - Email address
 - Contact number
10. Author and co-authors' details
 - Full first and family name(s)
 - Affiliation details: department, organisation, city, state (if relevant), country

ABSTRACT SUBMITTERS' DECLARATION

During abstract submission you will be asked to declare the following:

11. I confirm that I previewed this abstract and that all information is correct. I accept that the content of this abstract cannot be modified or corrected after final submission and I am aware that it will be published as submitted.
12. Submission of the abstract constitutes the consent of all authors to publication (e.g. Conference website, programs, other promotions, etc.)
13. The Abstract Submitter warrants and represents that no part of the information and content provided by him/her (Hereafter: the "**Content**") to AASW: the "**Organisers**"), nor the publication of any such Content by the Organisers, on the internet or otherwise infringes any third party rights, including but not limited to privacy rights and/or intellectual property rights.



14. I herewith confirm that the contact details saved in this system are those of the presenting author, who will be notified about the status of the abstract. The presenting author is responsible for informing the other authors about the status of the abstract.

15. I understand that the presenting author must be a registered conference delegate.

16. The Organisers reserve the right to remove from publication and/or presentation an abstract which does not comply with the above (or for any reason).

17. I understand that I must select a specific Topic and Focus for my abstract allocation. Although the committee will work hard to honour this selection, this cannot be guaranteed. The Committee reserves the right to change the Topic and Focus under which the abstract was originally submitted.

CONFLICT OF INTEREST & ETHICAL APPROVAL

You will be asked to declare that you have received ethical approval for your study (if relevant), and you will be requested to confirm that you will declare any conflict of interests in your presentation at the conference.

ABSTRACT SELECTION AND PRESENTATION

The Committee will review all submitted abstracts. Notification regarding abstract acceptance and scheduling will be sent to the submitting author.