



## **GENERAL POLICIES AND REQUIREMENTS**

- All abstracts must contain original work of the presenting author(s).
- The presenting author must submit the abstract.
- Abstracts must be submitted to the Conference Organiser via email by **21<sup>st</sup> March 2019**
- Acceptance of abstracts for presentation at the Conference will be on the basis of committee selection.
- Authors are welcome to submit more than one abstract but only one will be accepted.
- All presenting authors will be required to register and pay for the Conference by the author registration deadline of **15 April 2019** to ensure that their abstract(s) are included in the final program.
- It is the responsibility of the presenting author to ensure that the abstract is submitted correctly.
- After an author has submitted their abstract, they must check their submission to ensure the document has been uploaded correctly.
- The Conference Organisers will not be held responsible for abstract submissions not received or for submission errors caused by Internet services outages or other unforeseen events.

## **INSTRUCTIONS FOR PREPARING AND FORMATTING YOUR ABSTRACT**

- Abstract text may only be submitted via the submission portal.
- Maximum number of words is 300.
- The abstract must be a single paragraph only.
- Do not include the title of your abstract or author names and affiliations in the document or keywords (abstract body only). These will be automatically populated on the final abstract document based on the details you entered into the relevant sections in the abstract submission site.
- Use standard abbreviations only. Within the body of the abstract, when using abbreviations spell out the name in full at first mention and follow with the abbreviation in parenthesis. Abbreviations may be used in the title, provided the name in full is outlined in the body of the abstract.
- It is the responsibility of the submitting author to ensure that the submission has been approved by all authors.
- The Steering Committee will not be responsible for any errors published.

Conference Secretariat -



### **2019 Unity In Diversity National Conference**

25 – 26 July 2019

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