SYMPOSIUM SUBMISSION GUIDELINES

Complete symposium submissions are due Friday 5 July 2024

Content required for symposium leader submission

The conference will consider delegate-designed symposia for the program. Each successful symposia will be allocated a 90 minute concurrent session in the program.

To make a submission, you will need to complete a synopsis of your symposia using the online abstract system – a **'Delegate Designed Symposium Summary'**. As the wording in the abstract submission process is designed for traditional abstracts, please read the following guidelines carefully to ensure your proposal will be considered.

The Abstract Review Committee require a working title for the symposium, the names of the presenters and their abstract title, and a short statement (300 words maximum) outlining what you hope will be addressed in your symposium. If accepted, this symposium summary will be printed in the Conference Handbook.

Making your submission

1. Opening questions = on entry to the conference abstract submission system, you should indicate when prompted, that this is a **private symposium submission**.
2. When asked for the type of presentation preferred, you should indicate '**Delegate Designed Symposium Summary**'.
3. Title = the working title of your symposium.
4. Author = yourself as the 'presenting author' and acting in the capacity of session coordinator, and each of your presenters as a 'co-author'.
5. Text = a brief description of the overall goals and learning objectives of symposium. If there is space, include the intended titles of each presenter's abstract, and the specifics of their presentation (if additional space is required, send a supplement by email to ASN Events (fiona.c@asnevents.net.au))
6. Advise all presenters listed in the summary that their individual abstracts must be submitted as per the instructions below by **5 July 2024**.

The process

The Committee will review both the symposium abstract and the individual abstracts that are indicated as part of the symposium. If the symposium is accepted, those individual abstracts will be presented within the symposium. If the symposium application is unsuccessful, the authors of the individual abstracts may choose to have them considered on their own merits for presentation within the proffered papers sessions of the conference (both oral and poster). The Delegate Designed Symposium Summary will be removed from consideration as it is not considered or prepared as an individual abstract. Please refer to the Abstract Submission Guidelines for additional information.

Instructions to your colleagues presenting in the symposium

(Please see page 2 for a screen shot of the submission process.)

- Individuals presenting within your symposium **MUST** complete the standard individual abstract submission process. They should indicate that this is an '**Individual abstract within a Delegate Designed Symposium**' submission, and continue with the submission process to finalise their submission.
- If the Symposium submission is unsuccessful or does not proceed, the individual can also choose to have their abstract considered in its own right. During the submission process, they should also highlight 'oral' and/or 'poster' and their abstract will be included in the wider consideration. **If the 'poster' or 'oral' option is NOT also selected, the abstract will NOT be considered for the program outside of the Symposium**.
- Summary and individual abstracts must be submitted by **5 July 2024**

Abstract Submission — Categorisation

What sort of presentation would you like to present? (You can select any number of preferences).

- ☐ Poster Presentation
- ☐ Oral Presentation
- ☐ Delegate Designed Symposium Summary
- ☐ Individual Abstract within a Delegate Designed Symposium

If the Symposium submission is unsuccessful or does not proceed, an individual abstract may be considered in its own right. Select '**Oral Presentation**' and/or '**Poster Presentation**' for an abstract to be considered in the program outside of the Symposium.

Select only this option if submission is an 'Individual Abstract within a Delegate Designed Symposium' – not to be considered in its own right for the program outside of the Symposium.