



# Abstract Submission Guidelines

## Abstract Submissions

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Please complete an [Abstract Template](#) and submit to [abstracts@apen.org.au](mailto:abstracts@apen.org.au) by 5pm on Friday, 5<sup>th</sup> July 2019.

Abstract submissions must include the following information and follow the guidelines detailed throughout this document.

### Abstract Topic

The 2019 APEN Conference presentation program will showcase how extension is utilised in the following topics:

- Climate Resilience
- Rural Community Challenges
- Sustainable Agriculture
- International Extension
- Environment and Resources
- Rural Health
- Technology and Innovation
- Indigenous Engagement

### Presenter / Author Information

Provide contact details for the primary presenter (presentations) or author (posters).

Provide a short paragraph (maximum 100 words). This will provide an insight to the people driving the project, research or story. These may be included in the conference program if space permits.

### Abstract Summary

This is a shortened version of the abstract description (maximum 150 words). Please be engaging and thought provoking in the summary description, as this summary will be included in the conference program if the abstract submission is successful.

### Abstract Submission

The abstract submission description must include:

- **INTRODUCTION** description of what the project / research / activity is you wish to discuss
- **WHERE** did the project / research / activity take place
- **WHY** is the project / research / activity important and what did you want to achieve



## Abstract Submission Guidelines

- HOW did you undertake the project / research / activity
- WHAT were the key findings / outcomes
- CONCLUSION and what the expected outcomes are going forward

The abstract submission description should be no more than 500 words.

### Sli.do

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Sli.do is an online tool that allows you to set up live polls and quizzes, take questions from the floor, and allow participants to take part in brainstorming sessions from their phone. Participants don't need to download anything – they simply go to the sli.do site in the browser on their device and enter a pin number. The current question will show on their phone. Results can be kept hidden or shown as a rolling screen, word cloud or a bunch of other options.

The interactive tool can be driven from a computer, or a phone, and integrated into PowerPoint presentations, so there is no need to switch back and forth. APEN will have this feature available to presenters who wish to utilise it.

### Presentations

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Presentations will take place on **Thursday, 12<sup>th</sup> September** OR **Friday, 13<sup>th</sup> September** at SKYCITY Darwin. Successful presentations will be allocated a timeslot based on their theme. We are unable to accept presentation day or time requests.

#### Duration

Presenters will be allocated 15 minutes to deliver their presentation. Please consider the audiences desire to ask questions within that 15 minute timeframe, and the use of Sli.do and how it may affect your timing.

#### PowerPoint Presentations

It is expected that most presenters will use PowerPoint as a part of their presentation.

PowerPoint presentations must be submitted to APEN by **Tuesday, 10<sup>th</sup> September** at the latest.

The preferred file format for a PowerPoint is pptx. over .ppt.

If video is included on your presentation, this must be submitted in mp4 or MOV file format.

Presenters will be provided with further details on how to submit their presentation in their acceptance letter.



## Abstract Submission Guidelines

### Audio Visual Equipment

A Data Projector, PC Compatible computer, lectern, microphone and audio-visual technician will be available. If you have any special requests, please notify APEN in your acceptance.

### Posters

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Posters will be on display during **Thursday, 12<sup>th</sup> September** and **Friday, 13<sup>th</sup> September** at SKYCITY Darwin, with a specific poster author/presenter engagement session on the Friday.

Posters will be available for viewing by conference attendees within the exhibition hall throughout the day. Poster authors/presenters will be required to be available during the Friday engagement session. Posters will also remain on display during the Gala Dinner on the evening of the 12<sup>th</sup> September. Posters will remain up for visual purposes only (authors are not expected to be available).

### Poster Dimensions

We recommend basing your poster on an A0 portrait poster or smaller. If your poster is best suited to a landscape display, please be aware of the dimensions.

### Poster Set up / Pack up

A poster board will be allocated and labelled for each presenter (title of poster presentation, name of presenter and the organisation / company), with a small supply of sticky dots on the poster board.

It is the responsibility of the presenters to set up their own posters.

Posters are to be set up in the Beachside Pavilion **no later than 8.00am on Thursday, 12<sup>th</sup> September**.

Posters will be available to be removed after the conclusion of the conference on **Friday, 13<sup>th</sup> September**. If they are not collected within this time, they will be disposed of.

### Poster PDF

We request a copy of all posters as a PDF to allow us to share information through our website and social media after the event. This will be of great interest to those unable to attend or for attendees to refer to after the conference.

PDF copies of poster presentations must be submitted to APEN by **Tuesday, 10<sup>th</sup> September at the latest**.

Presenters will be provided with further details on how to submit their presentation in their acceptance letter.



## Abstract Submission Guidelines

### Conference Registration

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Registration is essential for ALL presenters. Successful submissions will be advised on registration processes.

Presenters will be responsible for their own registration, travel, accommodation, and incidentals with respect to attending the conference.

### Further Information

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Email | [abstracts@apen.org.au](mailto:abstracts@apen.org.au)

Phone | +61 2 6024 5349

Conference Website | <https://aapevents.eventsair.com/2019apen/>

APEN Website | <https://www.apen.org.au/>