

National Housing Conference 2017

Building for better lives

29 Nov – 1 Dec 2017

International Convention Centre, Sydney



ABSTRACT SUBMISSION GUIDELINES & INSTRUCTIONS

Please read the following instructions on how to use the Oxford Abstracts Submission System to register your details, submit, edit or withdraw an abstract for the National Housing Conference 2017.

Register as a User in the Abstract Submission System

Go to **OXFORD ABSTRACTS SUBMISSION LOG-IN** page:
<https://app.oxfordabstracts.com/register?redirect=/dashboard>

Select '**Register A New Account**'. You will only need to do this once and the system will store your details. Complete the fields and select 'Register'. Once you have successfully registered, you will be sent an email confirming your password to access the abstract submission system.

Important:

- Submitting an abstract does NOT automatically register you as a conference delegate. Conference registration is via the conference website www.nhc.edu.au.
- All communications will be sent to the email address you submit.
- We recommend the user ID and email belong to the contact person.

Submit an Abstract

Locate your abstract file on your computer so you can copy/paste the information easily into the text-based submission fields.

Go to **OXFORD ABSTRACTS SUBMISSION LOG-IN** page:

<https://app.oxfordabstracts.com>.

Enter your user email address and the password and select 'Log In'.

Please read the instructions on the screen carefully and complete the fields in the submission form. Mandatory fields are marked with an asterisk*. These must be populated to enable your submission to be completed.

1. TITLE

Enter the FULL TITLE or TOPIC of your abstract (Max 50 words). This will be used for printing in the final program. The title should be as brief as possible but long enough to indicate clearly the nature of your submission.

2. ABSTRACT

Please enter an abstract of your paper (Max 250 words). Any submissions exceeding the word limit will not be accepted.

References are not required. If you wish to include them, they must be included in the body of your text and included in the 250 word count.

Special Symbols and Formatting are to be used sparingly. Once your submission is complete, please read your submission in full to ensure the symbols are displayed correctly.

Do not use **tables or figures**.

3. AFFILIATIONS AND AUTHORS

Enter the names of all the authors, including yourself if you are an author – in the order in which you wish them to appear in the printed text, and indicating the presenting author via the check box. Please also include the Affiliation/Institution, city and country of each author to ensure the submission is marked as complete. Names omitted here will not be printed in the author index or the final program.

4. PRESENTATION

What format would suit your paper best?

- Standard presentation
- Panel discussion
- Workshop
- Think Tank

5. CATEGORIES

Please advise the category that best suits your submission from the drop-down box available. If “other” is selected, please advise category.

6. PRIOR PUBLICATION

Will your paper have been presented to other conferences prior to the National Housing Conference? If yes, please advise when and where.

7. MAIN FOCUS

What is the main focus of your paper?

8. TYPE

What type/s of delegates is your paper targeted at? (e.g. Government policy makers, community housing providers, private developers etc.)

9. PRESENTING

Have you presented at a National Housing Conference before? If yes, when?

Please click the SUBMIT button. Ensure you have received a confirmation email.

Incomplete Submissions

You can save an incomplete submission by clicking SUBMIT at the end of the form and return to your submission at a later stage. On your dashboard you will see the incomplete submission. INCOMPLETE submissions will not be reviewed. Please ensure that you log in, click on the submission and complete it by the deadline. It will say COMPLETE on your dashboard once you have answered all the mandatory questions.

Important:

- If you have answered all the mandatory questions then your submission will be assigned a reference number and a confirmation will be emailed to you.
- **Word Limit:** Please note the system will not accept fields that exceed the word limit, and will not allow you to continue until the word limit is met.
- Please ensure that your submission/s are **'COMPLETE'**. You can check this by looking at your dashboard when you log in.
- The NHC program is a heavily designed program aiming to present sessions in line with policy development and sector priorities. Presentation opportunities may come in a variety of formats – including Standard presentations, Panel participation, Workshop participation and Think Tank sessions. So we can tailor a program that maximizes audience participation and engagement we ask that you be flexible with your presentation style.

Submit more than one Abstract

To **add a** new submission, log into **your dashboard** on the submission site **and** click on 'New Submission'.

Then follow the same instructions as the original process.

Edit or amend an Abstract

To edit or amend a submission, log into **your dashboard** on the submission site and click on the submission title that you wish to edit.

Edit the fields you want to change. The process of amending a submission is the same as the original process, except that the fields will already be populated with your previous entries – you don't have to change an answer if you don't want to. Please ensure you click the Submit button and that you receive a confirmation email.

Withdraw an Abstract

If you wish to withdraw a submission, please contact the Conference office in writing via email to nhc@thinkbusinessevents.com.au. Withdrawals need to be communicated in writing by the author who originally submitted the abstract, and in doing so, the conference office assumes that all other authors/presenters have been informed of the withdrawal.

Important: Once a submission is withdrawn, it may not be reinstated.

Author Notification

Submitting authors will receive email notification advising an outcome by **Monday 19 June 2017**.

Upon receiving notification of acceptance, authors are required to notify the conference office of their intent to participate/present at the conference. Presentations of authors who fail to notify the conference office by the specified date may be withdrawn from the program at the discretion of the committee.

Key dates

| | |
|--------------------------|---|
| Wed 19 April 2017 | Call for abstracts open |
| Fri 19 May 2017 | Call for abstracts close |
| Mon 19 June 2017 | Authors will be notified of outcome via email |
| Mon 26 June 2017 | Presenter acceptance deadline |
| Mon 31 July 2017 | Presenter registration closes |

Further information

Please contact the conference office:

Think Business Events
Ph: 03 9417 1350
Email: nhc@thinkbusinessevents.com.au