

ABSTRACT SUBMISSION GUIDELINES & INSTRUCTIONS

30-31 August 2018 (Pre-workshops 29 August)
Royal International Convention Centre Brisbane

Please read the following instructions on how to use the Oxford Abstracts Submission System to register your details, submit, edit or withdraw a submission for the Aspect Autism in Education Conference 2018.

Abstracts must be submitted online by 29 March 2018 (Close of business AEST)

Submitting authors notified of submission outcome by 5 June 2018

Register as a User in the Abstract Submission System.

1. Go to **OXFORD ABSTRACTS LOG-IN** page: <https://app.oxfordabstracts.com>
2. 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'.
3. Once you have successfully registered, you will be sent an email confirming your password to access the abstract submission system.

Important

- **Please remember that submitting an abstract does NOT automatically register you as a conference delegate.** Conference registration can be done online at a later date.
- All communications about your abstract submission will be sent to the email address you set up
- We recommend that the user ID and email belong to the main author that will be presenting at the conference
- Where possible, the first author listed should be the main presenter at the conference

Submit an abstract

1. Locate your abstract file on your computer so you can copy/paste the information easily into the text-based submission form's fields.
2. Go to **OXFORD ABSTRACTS SUBMISSION LOG-IN** page: <https://app.oxfordabstracts.com/stages/243/submission>

3. Enter the email address and the password you chose when you first registered as a user.
4. Click the “**log In**” button and you will be taken to a screen from which the submission process starts.

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

Incomplete Submissions

You can save an incomplete submission by selecting SUBMIT at the end of the form and return to it later. You will see the incomplete submission on your dashboard. 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 successfully answered all the questions.

1. TITLE

Enter the FULL TITLE of your submission (Max 50 words). This will be used for printing in the final program and app.

2. ABSTRACT

Please enter an abstract of your paper (Max 300 words). Any submissions exceeding the word limit will not be accepted. Note: abstracts should NOT contain details about the author/s. All details of authors will be captured in the online form.

3. BRIEF STATEMENT

Indicate the impact your presentation will have on the educational practice for students on the autism spectrum (50 words). This should be a brief statement only.

4. AUTHOR APPROVAL

Confirm that the submission has been approved by all authors

5. AFFILIATIONS AND AUTHORS

You MUST enter the names of ALL authors and their affiliations here – including yourself if you are an author – in the order in which you wish them to appear in the printed text. Names omitted here will NOT be printed in the author index or the final program.

While there may be multiple authors or contributors to presentations, a maximum of two presenters is allowed. *Correspondence will be automatically sent to the submitter.*

6. CATEGORIES

Please choose a category which best describes your submission from the list provided. If you chose 'Other', please specify.

7. PERMISSION TO PUBLISH

Confirm that you agree to have your abstract (if accepted) published on the conference website, in the conference program handbook and on the conference app.

8. PRESENTATION

Please choose your preferred means of presentation from the list provided.

9. PRESENTER INFORMATION

Indicate if the presenter wishes to identify as someone on the autism spectrum.

10. BIOGRAPHY

Provide a 3-4 sentence biography of the presenter. Your biography is limited to 150 words. This will appear on the conference app and may be used by the Session Chair to introduce your presentation.

11. CONFLICT OF INTEREST

Indicate if the author/s have any commercial interests or associations that might pose a conflict of interest regarding the submission. If you answered 'Yes', please provide details.

12. AUTHOR WILL ATTEND

Confirm that at least one author will register in full to attend and present the paper at the conference.

SUBMIT

NOTES:

- We recommend that you share the summary with the other authors so they can check that their names and affiliations are correctly listed and spelled.
- 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 all your submission/s are '**COMPLETE**'. You can check this by looking at your dashboard when you log in.

Check that you have received a confirmation email.

Submit More than one abstract

To make a new submission to the conference, log into the submission site.

Click on 'New Submission' on your dashboard. If you are not in dashboard view, click on 'Back' in the submission screen to return to your dashboard.

Then follow the same instructions as the original process.

You will be sent an email confirming that your submission has been successful – provided you have answered all the mandatory questions.

Edit or Amend an abstract

You may wish to change your answers to some of the questions for your submission. To edit or amend a submission to the conference, log into the submission site.

You will see the list of submissions that you have made. Click on the submission title that you wish to change, on your dashboard. If you are not in dashboard view, click on 'Back' in the submission screen to return to your dashboard.

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.

SUBMIT

You will be sent an email confirming that your submission has been amended – provided you have answered all the mandatory questions.

Withdraw an abstract

If you want to withdraw a submission, please contact the Conference Office in writing via email to contact@autismineducation.org.au Please note that 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

Authors will receive notifications from **5 June 2018**. This decision is final.

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.

Further Information

For further information, please contact the Conference Office:

Think Business Events

Ph: 02 8251 0045 Fax: 02 8251 0097

Email: contact@autismineducation.org.au