



Abstract/Presentation Submission Guidelines (via Fourwaves)

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How to submit an Abstract/Presentation using the portal

IMPORTANT INFORMATION:

- You are not able to complete your Abstract/Presentation until you have answered all mandatory questions.
- Unfortunately, this platform does not have a "save as draft" button. The application form will ask you if your Abstract/Presentation is ready to review. The organising team will follow up with you to ensure your submission is ready to be reviewed.
- Applications will be accepted on a rolling basis as they are submitted to allow speakers time to organise travel. Applications will be accepted until **Sunday 7 April, 11:59 PM AEDT**, provided the allocation is not exhausted beforehand.

Please read the following information on how to use the online Abstract/Presentation submission system to register your details, and submit, edit or withdraw an Abstract/Presentation for the Essential Health Summit Conference.

Abstract/Presentation submissions will only be accepted via the online portal.

Steps

The online portal requires you to submit your Abstract/Presentation in four steps/sections:

1. Register your contact author details
2. Submit the Abstract/Presentation information.
3. Select Review and Assessment
4. Read the Terms and Conditions

Step 1. Register your contact author details

You will be required to create a user profile before you can submit your Abstract/Presentation.

Fill out the following required information.

- First Name
- Last Name
- Email
- Mobile
- Are you of Aboriginal and/or Torres Strait Islander descent?
- How do you identify

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Step 2. Submit the Abstract/Presentation information

Read all the information carefully and complete all the required fields.

- Submission Title
- Authors
- Headshot
- Biography
- Short description
- Abstract/Presentation
- Objectives
- Requested Presentation Type

IMPORTANT INFORMATION

- Please type in 'Title Case'. If you have acronyms, ensure these are CAPITALISED.

Step 2A. Add additional authors or presenters

Presenting Author

Enter the First name, Last name, and affiliations of the presenting author. Click Presenter if the first person you've entered is the presenting author.

Additional Authors

Please list all authors as they should appear in the proceedings. Title, First Name, Last Name (Post Nominals) sorted alphabetically by surname. The presenting author will automatically be underlined. For example: Prof. Peta Hong, Dr. Julia Smith (OAM)

Presenter's Headshot

Provide a headshot for the program.

Presenter's Biography

Provide a short 50-word biography for the program.

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Short description for program*

Please provide a 50-word description outlining your Abstract/Presentation.

Step 2B. Add Abstract/Presentation Content

Please type in 'Title Case'. If you have acronyms, ensure these are CAPITALISED.

The abstract/presentation is structured as follows:

- Word limit: 300 (excluding title, authors and affiliations)

Research-based:

- Background, Methods, Results, Discussion/Conclusion

DO NOT include your PAPER TITLE or AUTHORS in your abstract/presentation. The above HEADINGS must be included in BOLD followed by your text.

Lived-experience or workshop:

- If you are an lived-experienced submitter, please provide a 300-word description of your talk.
- If your presentation is a workshop/engagement piece relating to our objectives, please provide a 300-word description.

Additional points on audience engagement and interactivity:

50-word limit.

What objective do you feel your abstract/presentation falls under?*

Select one of the following options listed.

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Is your Abstract/Presentation primarily intended for the ASLM or APNA audience?*

Select one of the following options listed.

Presentation Types

Requested Presentation Type

Select an option

- Oral Concurrent Presentation (45min + 15min Q & A)
- Speed Presentation (10min + 15min Q & A at session conclusion)
- Poster Presentation (5 min)
- Any

Step 3. Select Review and Assessment

Applications are assessed on a rolling basis.

Please let us know if your Abstract/Presentation submission is ready to be reviewed or if you need to come back and edit your submission. You can edit your submission after clicking the SUBMIT button when you receive a confirmation email from Fourwaves.

Step 4. Read the Terms and Conditions

Please read the terms and conditions carefully.

When you're satisfied with your entries, click the "Submit" button at the bottom of the page.

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How to edit your submission



Head to your email inbox and find a confirmation email from **Essential Health Summit 2024 – Fourwaves**. It may fall into your junk/spam mail. Please ensure any emails coming from Fourwaves appear in your primary inbox to ensure you do not miss out on any information.

1. Scroll down to the '**Access my account**' button.
2. Log in with the email and password created.
3. Select the **Submissions** tab (second tab) and select your paper.

Participant Dashboard

Events **Submissions** Registrations Transactions

Q Search

Title	Event	Last modified ↑	Presenting on
 This Is My Paper Title	Australian Dementia Research Forum 2024	7 Dec. 2023, 16:17	-
 This Is My Title by JTPM	Essential Health Summit 2024	7 Dec. 2023, 10:31	-

4. On the right-hand side, click the **Edit Submission** button.

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[Info](#) [Reviews](#)

This Is My Title by JTPM ID 2

[Victoria Buccheri](#)¹, Julia Truong¹

¹ JTPM

Background

Background information

Methods

Method information

Results

Results information

Discussion/Conclusion

Discussion information

Contact information

First name

Victoria

Last name

Buccheri

Email

victoria@jtproductionmanagement.com

Event

Essential Health Summit 2024 [🔗](#)

Submitted

7 Dec. 2023, 10:02 · Victoria Buccheri

Last modified

7 Dec. 2023, 10:31 · Victoria Buccheri

[✎ Edit Submission](#)

Registration

You're not registered to this event.

Schedule

No session information available.

5. Edit your submission. Make sure you change the Review and Assessment to **'Yes-my submission is ready to be reviewed'** BEFORE you click the **Save form** button.

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Concurrent sessions will be delivered in allocated session rooms.

Abstracts: Speed presentations

Successful speed presentations will be allocated 15 minutes of presentation time during breaks in the formal program.

Requested Presentation Type

Select an option

Save form

For any questions, please contact:
essentialhealthsummit@jtproductionmanagement.com

Review and Assessment

Applications are assessed on a rolling basis.

Please let us know below if your abstract submission is ready to be reviewed or if you need to come back and edit your submission. You can edit your submission when you receive a confirmation email from Fourwaves after clicking the SUBMIT button.

My submission is ready for review *

☒ Yes - my submission is ready to be reviewed

☐ No - my submission is not ready to be reviewed. Please follow up with me.

PLEASE NOTE: If your submission is still on the '**No-my submission is not ready to be reviewed**' option, and we've tried to contact you, your submission will not be reviewed after the submission date.

Contact Us

If you have any questions, please contact
essentialhealthsummit@jtproductionmanagement.com.