

2019 NATIONAL CONFERENCE **REVOLUTION**

20-22 October, Melbourne
aipm2019.com.au

Oxford Guidelines

Abstract Submission Instructions & Guidelines

Please read the following instructions on **how to prepare your abstract** and **use the Oxford Abstracts Submission System to submit, edit or withdraw an abstract** for the Australian Institute of Project Management (AIPM) 2019 Conference.

Register as a User in the Oxford Abstract System

Go to the AIPM 2019 Conference website, Call for Abstracts page and click on the link to access the abstract submission system.

<https://app.oxfordabstracts.com/stages/1102/submission>

The system will ask for your email address and prompt you to create an account if the email address hasn't been activated previously.

1. Enter your name, surname and email and choose a password.
2. Enter any other personal information such as address, phone number, AIPM post nominal/s etc.
3. You will be sent an email confirming your password to access the abstract submission system.

PLEASE NOTE: Abstracts submitted in hard copy will not be accepted. Only abstracts submitted via the online Oxford Abstracts Submissions System will be accepted and reviewed.

Important

- Abstract submissions close midnight (AEST) on Friday, 31 May 2019 for Academic papers and Friday, 7 June 2019 for Industry papers.
- All presenters must register and pay to attend the conference. You will need to register and pay by no later than Friday, 30 August 2019.
Presenters who fail to register by the due date risk having their presentation removed from the conference program.
- Please remember that submitting an abstract does NOT automatically register you as a conference delegate.
- All communications about your abstract submission will be sent to the email address you submit. We recommend that the user ID and email belong to the main author that will be presenting at the conference.

Submit an Abstract

The conference offers a text-based submission form where you will be required to enter the information regarding your abstract, such as session title and description, speaker/s biography, etc. Submitting an abstract is a multi-step process:

1. Ensure that you have a copy of your abstract file on hand so that you can copy/paste the information easily into the text-based submission form's fields.
2. Your abstract is to be no more than 400 words.
3. Go to the Oxford Abstract Submission System Log In page.
4. Enter your email address and the password you chose when you first registered as a user.
5. Click the “**log in**” button and you will be taken to a screen from which the submission process starts.

STEP 1: Enter the title and abstract text, by either copy/pasting from your word file or typing in the information. Remember there is a 15 word limit for the title, and 400 word limit for the abstracts.

Abstract Title (Max. 15 Words): The title should be as brief as possible but long enough to indicate clearly the nature of the abstract. If you wish to include a subtitle, it must be included in this field and included in the 15 word limit.

Abstract Body (Max. 400 words/one paragraph): Any abstracts exceeding the word limit will not be accepted and will be marked in the system as incomplete.

PLEASE NOTE:

- References are not required. If you wish to include them, they must be included in the body of your abstract and included in the 400-word count.
- Special symbols and formatting are to be used sparingly. Once your submission is complete, please read your abstract in full to ensure the symbols are displayed correctly, and if not, please click on the “Insert Symbol” icon on the screen to see the list of available symbols.
- Do not use tables or figures.
- **Do not include** authors names, institution or other identifiers in your abstract as all abstracts will be blind reviewed.
- **Ensure your abstract is print ready.** I.e. If successful, the session information will appear in conference collateral as it has been submitted in the abstract. Please note that AIPM reserve the right to edit the copy provided.

STEP 2: Enter information about the speakers

You **MUST** enter the name, title, company of all presenters here (including yourself if you will be presenting). They must also be listed in the order in which you wish them to appear in the program and please ensure correct spelling. Names omitted here will **NOT** be included in the program.

Biography (Max 150 words): Provide a 3-4 sentence biography of each presenter, exactly the way you would like it read for your introduction (please write in the 3rd person). Please include a link to your LinkedIn profile and also Twitter handle if applicable.

STEP 3: Select your preferred type of presentation. Please note that in the event your submission is accepted for a presentation, you may be allocated a different presentation format than the one you have selected during the submission process.

Submission Categories: Choose a subject category which best describes your submission.

Strategy to Execution

- The role of project leaders in aligning, defining, and influencing strategies
- The strategy and methods for executing projects
- The future of the PMO, its purpose and place in governance

Evolution

- The role of projects, particularly in non-traditional industry sectors
- The social value of projects separate to its financial objectives
- The skill sets for the future and career paths

Digitisation

- The impact of technological change in how we operate
- The emerging trends that will disrupt and revolutionise
- The innovations that will drive productivity, efficiency and growth

Presentation Format: Please select one presentation format

- Academic talks (40 minutes)
- Industry talks (40 minutes)
- Short talks (7 minutes)

PLEASE NOTE:

Academic Talks – Academics are invited to submit an abstract and, if accepted, the full paper will be subject to double-blind peer review. Maximum paper length is 3000 words, excluding references.

Click “**Submit**” to confirm and finalise your submission.

STEP 4: Confirm the following items for your abstract submission:

- **Permission to Publish:** You are required to provide permission on behalf of all presenters, for the abstract to appear on the AIPM 2019 Conference website, Conference phone app and in printed Conference material if it is accepted for presentation.
- **Slides & Recording Permission:** You are required to provide permission on behalf of the presenter to have the presentation recorded and the slides to appear on the

AIPM website. You will have three options Yes, No, or Yes with changes. Yes with changes will allow you to send new slides to the conference office if you would like to omit some data up to 1 week after the conference.

- **Speaker Approval:** You are required to confirm that the submission has been approved by all speakers
- **Speakers Will Attend:** Submitters must indicate that they confirm that at least one speaker will register in full to attend and present at the Conference if the submission is accepted for presentation.

STEP 5: If you have answered all of the mandatory questions then your abstract will be assigned a reference number and you will be taken to a summary page.

Required Fields: Some fields are marked “Required”. The system will not accept your abstract until these questions have been answered. If you have not answered all the mandatory questions, your abstract will be held in temporary storage marked as incomplete until you return later and complete all the questions.

Word Limit: Please note the system will not accept fields that exceed the word limit, and will not allow you to submit if you go over. The word count is located at the bottom of the text box.

PLEASE NOTE:

- You will be sent a confirmation email with your submission reference number. We recommend that you share the summary with the other authors so they can check that their details are correctly listed and spelt.
- Abstract submitters will be notified of the submission outcome via email to the email address provided when creating your profile. Notifications of abstract acceptance will be sent to all Academic submissions on **Monday, 17 June 2019** and Industry submissions on **Monday, 15 July 2019**.

Submitting More than One Abstract

If you are submitting more than one abstract, please use the same email address and password for each abstract. Click the ‘**New Submission**’ button on the summary page to submit a new abstract. Please follow the same steps as above to complete the submission.

Editing or Amending an Abstract

You may wish to change your answers to some of the questions on the submission form, or even to change the abstract itself. Note, this is only available prior to the closing date.

1. Log back into the submission system.
2. You will see the list of abstracts that you have submitted so far. Click on the abstract that you wish to change.
3. Edit the fields you want to change. The process of amending an abstract is the same as the original submission 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.
4. Click “**Submit**”
5. You will be sent an email confirming that your abstract has been amended – provided you have answered all the mandatory questions.

Withdrawing an Abstract

If you want to withdraw an abstract, please contact the Conference Office in writing via email to aipm@thinkbusinessevents.com.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 presenters have been informed of the withdrawal.