

OSSANZ Conference 2012

Submitting an Abstract

Register in the abstract submission system

To submit an abstract to the OSSANZ Conference, you need to register your details with the abstract submission system.

You will be sent an email confirming your password to access the abstract submission system.

If you are submitting more than one abstract you use the same email address and password for each abstract.

Please note that registering your details in the abstract submission system does NOT register you as a conference delegate. Conference registration can be done online at a later date.

Preparation of your abstract

A separate abstract is required for each proposed paper or presentation.

The title should be as brief as possible but long enough to indicate clearly the nature of the abstract.

Each abstract must be submitted by either cutting and pasting the text into the box provided or typing your abstract into it. Save your original abstract on your computer and make a note of its saved location.

Each abstract can only have 300 words. References are not required. If you wish to include them, they must be included in the body of your text and included in the 300 word count.

Any abstracts exceeding the word limit won't be accepted.

Submission process

Log in to the submission system when your abstract is completed and ready to send. To log in, enter your email address and the password you chose when you registered with the abstract submission system.

When you click the "log in" button you will be taken to a screen from which the submission process starts. Please read the instructions on this screen carefully.

To submit an abstract [click here](#)

Submitting an abstract is a multi-step process. Each step asks several questions:

Step 1: you can either type the abstract title in or copy the title from your Word document and paste it into the Title field on the submission form. Please note that because of web browser limitations, some scientific symbols may not paste correctly into the form – you may have to correct this by writing the name of the symbol in full, for example "beta" instead of β .

Step 2: locate your abstract file on your computer's hard disk. Submit the abstract by cutting and pasting your text into the box provided or typing your abstract into it. The abstract must not exceed 300 words. Fill in answers to any other questions on this screen and then click the "Next" button.

Submission process continued

If you have more than one presenter, please email the Conference Office at ossanz@thinkbusinessevents.com.au & advise the title of your abstract, your name & the name of the co presenter.

All steps: some questions are marked "Required". We cannot accept your abstract until these questions have been answered.

Final step: once you have completed this step click the "Finish" button. If you have answered all the mandatory questions then your abstract will be assigned a reference number and you will receive an email confirmation.

If you have not answered all the mandatory questions your abstract will be held in temporary storage until you return later and complete all the questions.

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 file itself.

[Log back into the submission system.](#)

You will see a list of the abstracts that you have submitted. Click on the abstract that you wish to change.

The process of amending an abstract is the same as the original submission process, except that the submission form will be automatically filled in with the answers that you gave previously – you don't have to change an answer if you don't want to.

If you wish to change your abstract file you can delete the text in the box & type in or copy & paste in the new abstract. Save it. If you don't want to change the file, just press "Next" to bypass this step.

When you reach the final step and press "Finish" 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 – ossanz@thinkbusinessevents.com.au