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# Symposium and Seminar submission template

This document has been prepared to assist you in preparing your information for your online submission to the Dietitians Australia 2021 Conference.

Abstract submissions will only be accepted via the online portal. Hard copy submissions **will not** be accepted. Please submit your abstract via [www.da2021.com.au](http://www.da2021.com.au)

Please ensure you have read the Submission Guidelines document, and are submitting under the most appropriate session type.

# Symposium and Seminar submission

## Symposium

Symposia aim to provide a detailed exploration of the topic by experts in the field. The topic of the symposium must clearly relate to the conference theme  **What’s possible?** and should be of key interest to the profession. Speakers can (and are encouraged to) be from outside of the profession to provide a different perspective on a topic or to help explore other aspects of the topic. For example, speakers for a clinical symposium could be a dietitian, a doctor and a pharmacist.

Each symposium will usually consist of 3-4 speakers offering a range of perspectives, including a discussant/coordinating speaker responsible for drawing together themes, coordinating discussion and directing questions from the floor to speakers. The discussant may also be a speaker or may take on the role of discussant only.

## Seminar

Seminars aim to provide an overview or key content on the topic or many topics. The key purpose of a seminar is information sharing as opposed to a more in-depth exploration of the topic (symposium).

A seminar will consist of a maximum of 6 speakers. Delegates are strongly encouraged to consider strategies to engage the audience alongside traditional lecture presentation. For example (but not limited to): panel discussions, use of electronic polling, interesting case studies for consideration and discussion.

Abstracts and speaker bios may be edited according to Dietitians Australia style guidelines.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Presentation type | Program | Length | Number of speakers | Room Setup |
| **Research –**  **Oral presentation** | Main conference program | 8 minutes,  plus 2 min Q&A | 1 | Theatre |
| **Research –**  **Rapid Fire** | Main conference program | 5 minutes,  plus group Q&A | 1 | Theatre |
| **Research –**  **Pecha Kucha** | Main conference program | 6 min 40 sec,  plus 2 min Q&A | 1 | Theatre |
| **Research –**  **E-Poster** | Main conference program | 5 slides | 1 | NA – digital delivery |
| **Research –**  **Pitch your Project** | Pre-conference program | 3 minutes | 1 | Theatre |
| **Symposium** | Main conference program | 90 minutes | 3-4 | Theatre |
| **Seminar** | Main conference program | 90 minutes | 1-6 | Theatre |
| **Workshop –**  **Emerging dietitians** | Pre-conference program | 2 hours | No limit | Cabaret |
| **Workshop –**  **Advanced education** | Pre-conference program | 3-4.5 hours | No limit | Cabaret |

*For more details on each submission type please download the Submission Guidelines document from the conference website* [*www.da2021.com.au*](http://www.da2021.com.au)

# Submitting your abstract

The template below outlines the information you will require to submit your abstract.

You are **NOT** able to complete your abstract until you have answered all mandatory questions. You are **NOT** able to save a draft of your abstract; your submission must be complete in one attempt.

This template allows you to pre-prepare your abstract before beginning the process in the submission portal, and confirm details with other authors and co-presenters.

## Step 1. Submit the abstract information

Please note you will be required to create a user profile before you begin your abstract. Form fields are detailed below:

**Before you submit** *No response required, please read carefully.*

**Submission guidelines** *No response required, please read carefully*

**\*Session type***Select from drop-down menu*

Seminar

Symposium

**\*Hybrid conference** *The 2021 Conference will be a hybrid event, offering both in-person and virtual attendance options, COVID permitting. Submissions may be accepted for either in-person or virtual presentation.*

*Successful presenters will be provided with training and support. Please indicate your ability to present this submission virtually.*

**\*Area of Practice** *Select one that best represents the content of your submission*

Aged Care

Corporate

Disability/Rehab

Food Production/Primary Industry

Government Dep/Agency

Hospital (Public)

Hospital (Private)

Mental Health

NGO

Primary/Community Care

Private Practice

University

**\*Content Area** *Select one that best represents the content of your submission*

Bariatric Surgery

Corporate Nutrition

Cystic Fibrosis

Diabetes

Dietitians in the Private Sector

Disability

Eating Disorders

Education

Food Allergy and Intolerance

Food and Environment

Food Service

Gastroenterology

Health, Behaviour and Weight Management

HIV/AIDS

Indigenous Nutrition

Mental Health

Nutrition Support

Oncology

Paediatrics and Maternal Health

Public Health and Community Nutrition

Rehabilitation and Aged Care

Renal

Other: *please provide in box below*

**\*Title (maximum 15 words)** *The title should be in sentence case and clearly identify the topic.*

**\*Overview (maximum 100 words)** *A synopsis of your session.*

**\*Learning outcomes (maximum 100 words)** *What are the learning outcomes for attendees?*

**\*Target audience (maximum 100 words)** *Who should attend?*

**\*Conference theme (maximum 50 words)** *How does this research/project relate to the conference theme “What’s possible?” or major sub-themes (Transform, Reinvent, Diversify)?*

**History (maximum 100 words)** *Has the session been held previously? If yes, please describe previous session and rational for repeating.*

**Funding support (maximum 100 words)** *If applicable, please list any funding support for research or personal sponsorship of any facilitator or presenter.*

**\*Submission (maximum 250 words)** *Submissions MUST be structured abstracts based on the headings below to describe the research or project. The abstract should contain full sentences and not contain abbreviations, references, or images. Do not repeat your submission title.*

*We strongly**recommend drafting your abstract prior to upload.*

**Background / rationale:**

**Content overview:**

**Evidence base:**

**Strategies to be used for audience engagement:***e.g. panel discussion, case study, electronic polling. Please provide specific details on how these will be used.*

**\*Proposed program** *Using the following template, provide an overview of program for the submission. Include a brief outline of what each section/presenter will cover.  Please note: Symposiums and Seminars are 90 minutes duration.*

Time, speaker, content

15mins, Jane Smith, Introduction ...*and provide brief outline*

30mins, Bob Jones, My client is pregnant with triplets! My six key dietary considerations ...*and provide brief outline*

**\*Terms and Conditions** *Read carefully and click the “agree” button.*

By submitting authors must agree to the following terms and conditions;

* I declare that the submissions are the original works of at least one author/presenter.
* If the submission is accepted, I confirm that at least one author will register and pay to attend and present the paper at the conference.
* No funding is provided to presenters. Any presenter not registered for the conference by the deadline specified in the acceptance email will have their abstract removed from the proceedings and program.
* If third party material is used in the submission, I promise it does not and will not breach any existing Intellectual Property or a third party’s Intellectual Property or Moral Rights.

## Step 2. Add additional authors or presenters

You will be required to complete profiles for all co-authors and additional presenters. We recommend confirming this information with each presenter before submitting. Form fields are detailed below:

**Prefix**

**\*First Name**

**\*Last Name**

**Post-nominals**

**\*Job tile/position**

**Department/faculty**

**\*Organisation**

**\*Address**

**\*State**

**\*Country** *select from drop-down menu*

**\*Are you a current member of Dietitians Australia?** *Select from drop-down menu*

Yes

No

Unsure

I’m a member of Dietitians NZ

**\*Have you previously presented at a Dietitians Australia (or Dietitians Association of Australia) conference?** *Select from drop-down menu*

Yes

No

**\*Please select the option that best describes your current role:** *Select from drop-down menu*

Academic

Early Career Researcher (ECR)

PhD Candidate

Emerging Dietitians (<5 years since graduation

Student

**\*Email**

**CC Email** *If nominated, all-email communication will be sent as a copy to this email address*.

**\*Phone**

**\*Mobile Phone**

**LinkedIn – add your handle here** *optional*

**Instagram – add your handle here** *optional*

**Twitter – add your handle here** *optional*

**Biography (maximum 250 words)***Written in paragraph form and in the third person please. Avoid use of bulleted or numbered lists.*

*It is recommended that you upload biographies when completing your abstract. A biography is mandatory for the submitting presenter. Additional presenters may enter TBC at this stage, and update later.*

**Photo upload** *Photos should be a clear photo of your head and shoulders.*

*It is recommended that you upload photos when completing your abstract, however this is not a mandatory field*

## Step 3. A Complete the Disclosure Information

Form fields are detailed below:

**\*Disclosure of Financial Relationships** *Disclose only where the relationship is associated with the content of the activity.*

*In the field below, list the names of proprietary entities producing food and/or health care goods or services, with the exemption of government organisations and non-health care related companies with which you have, or have had, a financial relationship within the past 12 months.*

No, I do not have a financial relationship

Yes, I do have a financial relationship

**Nature of Relevant Financial Relationship** *If you selected yes to the above, please select one option below.*

*In the field below, list the names of proprietary entities producing food and/or health care goods or services, with the exemption of government organisations and non-health care related companies with which you have, or have had, a financial relationship within the past 12 months*

Employment / Consultant Fees

Honoraria / Fees for Service

Advisory / Steering Committee Appointments

Investigator-initiated Research Grants

Travel / Conference assistance

Other *Please describe where indicated*

**Name of company** *List name/s of proprietary entities you have a financial relationship with.*

**\*Disclosure of Investigational Use of Commercial Product** *If, at any time, during my activity I discuss an investigative (unapproved) use of a commercial product, I understand that I must provide disclosure of that intent. I agree to inform DA immediately should there be any change to my circumstances in this area.*

No, I do not intend to discuss an off-label investigative use of a commercial product/device

Yes, I do intend to discuss off-label/investigative use/s of the following commercial products:

**Name of manufacturer/s and product/s** *If you answered Yes to the above question, please list the details in the text box.*

**Declaration** *Read carefully and click the “submit” button.*

By submitting this proposal, I attest that the completed information is accurate. Please accept this as my signature.

* I have disclosed all relevant financial relationships to DA and understand that this information will be provided to the participants of the activity.
* My presentation will promote quality or improvements in nutrition and dietetics and will not promote specific proprietary business or a commercial interest. Content for this activity will be well balanced, evidence based and unbiased.
* I have not, nor will I, accept any honoraria or additional payments or reimbursement beyond that provided through DA.
* If I am discussing specific products or services, I will use generic names to the extent possible. I will use trade names of several companies when available and not one single company.
* If I have been trained or utilised by a commercial entity or its agency as a speaker for any commercial interest, the promotional aspects for that presentation will not be included in any way with this activity.
* If I am presenting research funded by a commercial company, the information presented will be based on generally accepted principles and methods, and will not promote the commercial interest of the funding company.
* I have read this form and I intend to be compliant with the letter and spirit of DA.

**Please note:** If your submission is selected for the program, DA may use your presentation slides and videos and/or photos taken of you during your presentation to send to conference delegates. DA may also publish this information on the DA and conference website.

# Contact

For any enquiries regarding the Dietitians Australia 2021 Conference call for submissions process, please contact the conference office:

Think Business Events

Ph: 03 9417 1350

Email: [da@thinkbusinessevents.com.au](mailto:da@thinkbusinessevents.com.au)

[www.da2021.com.au](http://www.da2021.com.au)