



## Abstract Guidelines

1. Abstracts should be original content and not previously presented.
2. Your abstract must be submitted by the closing date, online in word format, using the abstract portal and abstract template.
3. Maximum word count = 300 words including references but excluding title, authors names and addresses. Abstracts should be in Arial, 11 point font.
4. Abstract to begin with:
  - TITLE
  - AUTHORS NAME(S) and AFFILIATIONS
  - Eg: Women in the workplace, Dr Janecke Wille, FECCA
5. Abbreviations may be used but must be spelt out in full at the first mention, followed by the abbreviation in parentheses.
6. All accepted abstract submissions will be published on the conference website and the FECCA 2019 website unless specific exclusion is requested (e.g. due to submission for publication elsewhere).
7. First time presenters can request assistance to write an abstract. Contact the Conference Secretariat at [fecca2019@conceptevents.com.au](mailto:fecca2019@conceptevents.com.au)
8. Review Criteria
  - Relevance for the FECCA audience
  - Originality in content
  - Clarity of abstract and adherence with abstract guidelines
  - Potential impact on conference audience
9. Presenters of accepted abstracts are required to register and pay the conference registration fee. FECCA will not cover costs associated with attendance or presentation at the conference.
10. Authors will be notified of the results by **Friday 5 July 2019**.

For further information, please visit the FECCA Conference website at <http://fecca2019.com.au/> or contact the Conference Secretariat via e-mail at [fecca2019@conceptevents.com.au](mailto:fecca2019@conceptevents.com.au)