



Abstract Submission: Guidelines & Instructions

Please read the following instructions on how to use the Abstracts Submission System to register your details, submit, edit or withdraw an Abstract for the National Housing Conference 2022.

Register as a User in the Abstract Submission System

Go to [NHC 2022 Abstract Submission Portal](https://ahuri.eventsair.com/national-housing-conference/nhc22Abstract) page: <https://ahuri.eventsair.com/national-housing-conference/nhc22Abstract>

Select '**Create New Account**'. You will need to only do this once and the system will store your details. Complete the fields and select 'Register'. You will need to enter your contact details which you do by going to **Update Contact Details** and then click on **Create Contact**.

Once you have created your contact details, you will be able to proceed with your Abstract submission.

Important:

- Submitting an Abstract does NOT register you as a conference delegate. Conference registration is via the conference website www.nhc.edu.au.
- All communication will be sent to the email address you submit.
- We recommend the email being used for the account belong to the contact person for the Abstract.

Submitting an Abstract

Abstracts are text only and no supporting documents will be accepted at this stage. Please read the instructions on the screen carefully and complete the fields in the submission form.

1. TITLE

Enter the FULL TITLE or TOPIC of your Abstract (Max 20 words). The title should be as brief as possible but long enough to indicate clearly the nature of your submission.

2. PRESENTATION

What format would suit your Abstract best?

- Presentation
- Panel discussion
- Workshop

Panel discussion – you are to include all people who will be part of the panel in your Abstract submission (see *Affiliations and Authors/Presenters* below). If the Abstract is accepted, they are bound by the terms and conditions of the Abstract process.

Workshop – you are to provide details of the workshop to be run including all presenters in your Abstract submission (see *Affiliations and Authors/Presenters* below). If the Abstract is accepted, they are bound by the terms and conditions of the Abstract process.



3. THEMES AND KEYWORDS

The themes create structure for three parallel streams of discussion and your Abstract must align with one of these themes:

- *Resilience* examines the importance of the housing systems resilience to shocks (e.g. COVID-19, natural disasters such as bushfires, floods, and the climate change)
- *Connection* considers how people in the housing system are connected (tenants to support services; different systems linking together – e.g., health, education, training)
- *Transformation* considers systemic reforms (home care to support ageing in place, mental health and domestic/family violence, system reforms, and digital innovation).

There is a range of key themes/words to select, please select the keyword(s) that best align with your Abstract.

4. AFFILIATIONS AND AUTHORS/PRESENTERS

Please provide the details of affiliation/institution, city, state (where applicable) and country of each author/presenter. Names omitted here will not be printed in the author index or the final program. To add new affiliation/institution if author/presenter is from somewhere different, click on the Add Affiliation.

Enter the names of all the authors/presenters, including yourself if you are an author – in the order in which you wish them to appear in the printed text. Please ensure that for the person(s) presenting that the Presenter box is checked, and that the Affiliations number corresponds with the affiliation/institution listed in the first step of this process. Note: if selecting Presentation type, then only one person can have Presenter ticked.

The maximum number of people you can list is five (5). To add a new author/presenter click Add Author.

If your submission is accepted, you will be required to provide a short bio (100 words maximum) for each presenter.

5. ABSTRACT

Please enter your Abstract to a maximum of 250 words. Any submissions exceeding the word limit will not be accepted.

References are not required. If you wish to include them, they must be included in the body of your text and included in the 250 word count.

Special Symbols and Formatting are to be used sparingly. Once your submission is complete, please read your submission in full to ensure the symbols are displayed correctly. Do not use tables or figures.



6. ADDITIONAL INFORMATION

Prior publication: If your paper is to be presented at other conferences prior to the National Housing Conference 2022, or if you are submitting it to other conferences and yet to receive confirmation, please advise when and where.

Target audience: please state who is the target audience for your paper e.g. Government policy makers, community housing providers, private developers etc. Please keep this concise.

Virtual presentation only: this Abstract process is open to people who are only able to do so virtually and only for Presentation type only.

7. REVIEW

Check all information has been entered before submitting. You must accept the terms and conditions of the Abstract Submission process.

Draft Submissions

You can save an incomplete submission by clicking **Save As Draft** at the bottom of the screen and return to your submission at a later stage by going to **Edit Abstracts**.

Important Notes:

- **Word Limit:** Please note the system will not accept fields that exceed the word limit and will not allow you to continue until the word limit is met.
- The NHC program is a heavily designed program aiming to present sessions in line with policy development and sector priorities.
- Presentation opportunities may come in a variety of formats – including panel participation, workshop participation, standard presentations and Think Tank sessions. So, we can tailor a program that maximizes audience participation and engagement we ask that you be flexible with your presentation style.

Once you have reviewed your submission, click **Submit** to complete the process.

Submit additional Abstracts

To submit additional Abstracts, log into the Abstract Portal, head to **New Abstract** and then follow the same instructions as the original process. Each time you click on New Abstract, the system automatically starts a new draft – if editing head directly to **Edit Abstract** (see below). You can submit a maximum of two Abstracts.

Edit or amend an Abstract

To edit or amend a submission, log into your account and go to **Edit Abstract** and click on Edit of the submission you wish to amend.

Edit the fields you want to change. The process of amending a submission is the same as the original 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. Please ensure you click the Submit button and that you receive a confirmation email.



Withdraw an Abstract

If you wish to withdraw a submission, please contact the Conference office in writing via email to events@ahuri.edu.au. Withdrawals need to be communicated in writing by the person who originally submitted the Abstract, and in doing so, the conference office assumes that all other authors/presenters have been informed of and consent to the withdrawal.

Important: Once a submission is withdrawn, it may not be reinstated.

Author Notification

Submitting authors will receive email notification advising an outcome on **Monday 27 September 2021**

Upon receiving notification of acceptance, authors are required to notify the conference office of their intent to participate/present at the conference. Presentations of authors who fail to notify the conference office by the specified date may be withdrawn from the program at the discretion of the committee.

Key dates

Call for Abstracts open	Monday 2 August 2021
Call for Abstracts close	Tuesday 7 September 2021
Authors will be notified of outcome via email	Monday 27 September 2021
Presenter acceptance deadline	Friday 8 October 2021
Presenter registration closes	Tuesday 30 November 2021

Review criteria

All Abstracts will be subject to review by a panel of reviewers appointed by the Conference Organising Group. The review panel may contact authors as part of the review process.

Successful submissions will be scheduled into new or existing conference sessions or scheduled as part of other ancillary activities which may be held in conjunction with the main conference program.

Review criteria for Abstracts includes:

- relevance to the conference themes
- originality of ideas
- significance of results
- application of existing ideas in ways that provide new insights and progress and
- usefulness to audience, clarity and timeliness.

Research related Abstracts should refer to research that is complete; whilst Abstracts that refer to policy or practice should relate to best practice case studies or innovative developments relating to housing issues.



The final decision regarding successful submissions will be made by the Conference Organising Group, following recommendations received from the panel of reviewers.

The Conference Organising Group reserves the right to allocate Abstracts into sessions as they see fit in accordance with the overall program objectives.

Further information

Please contact the conference office:

AHURI

03 9660 2309

events@ahuri.edu.au