

# ADS 2020 Call for papers

## Invitation

You are invited to submit a proposal for ADS for the Australasian Diabetes Congress 2020.

The Congress has much to offer you if you are a scientist, researcher, clinician working in diabetes or have an interest in gaining more knowledge about diabetes.

The ADC 2020 program comprises plenaries, symposiums, masterclasses, basic and clinical orals plus much more which has been designed and built by the ADC Committee.

**ADC 2020 call for papers close at midnight on Monday 18 May 2020.**

Further information about submitting a proposal can be found in these guidelines and on the conference website at <http://www.diabetescongress.com.au/call-for-abstracts/>

## Key Dates

<b>18 May 2020</b>	<b>Call for papers close</b>
<b>19 May 2020</b>	Reviews commence
<b>12 June 2020</b>	Authors notified by
<b>30 June 2020</b>	Early Bird closes
<b>26-28 August 2020</b>	ADC 2020 in Brisbane

## Online Submission Instructions

All proposals must be submitted via the online submission form (X-CD).

[Register here](#)

The online proposal form will require you to submit your proposals in two steps:

1. Submit the proposal information – fill out proposal fields
2. Add any additional authors

## **Create a Profile**

Click on create a profile if you are a new user, or login using your existing details.

It is important to ensure that all profiles linked to a submission are correct and up-to-date.

Once you have created your profile you will be asked to login in using these details.

When you have finished creating a new submission, X-CD will automatically assign you as a main presenter.

Once you have completed all submission fields, you will then be able to add co-authors by:

- **Selecting an existing contact from the drop-down menu** (someone who already has a user profile)  
Begin by typing part of their last name. Make sure to select the correct person, in the correct organisation. You will not be able to view their full contact information. Co-speaker/s will be added to your proposal and will be sent an automated email with login instructions and details of the proposal.  
OR
- **Adding a new contact** (someone who does NOT have a user profile, or may work for a different organisation than listed)  
You must enter their email address and other required contact information. Please note that you will not be able to edit the information once you hit 'Add Co-Author' button. Co-author/s will be sent an automated email with login instructions and details of the submission.

## **Submitting an abstract**

Click on start abstract and complete all submission fields. Please ensure caps is not used in your title and throughout your abstract and your spelling is correct.

Once you are satisfied with your submission click submit abstract. You will be given an ID number, please use this in any communication when emailing the conference office.

You can then select add author or skip. Please ensure all author/s details that are entered is correct.

## Session formats

For each proposal, you must indicate the presentation format for which it is being submitted from the following options. Note that your proposal will only be considered for the option you select.

### **Oral Presentation (15 minutes)**

**No. of speakers:** One per presentation

**Duration:** 15 minutes, including presentation time, Q&A and chair speaker introduction. We recommend 10 minutes of presentation and 5 minutes for Q&A.

**Format:** Presentations will be grouped with other presentations, each on a common key interest area or representing different perspectives on a similar issue.

### **Poster Presentation (5 minutes)**

**No. of speakers:** One per presentation

**Duration:** ADS basic and clinical poster sessions will on during the Welcome Reception on Wednesday night of the Congress. If selected each presenter will have 5 minutes, including presentation time and Q&A. We recommend 3 minutes to summarise research and 2 minutes for Q&A.

**Format:** The poster must be no larger than A0 size (841mm x 1189mm). Orientation of your poster MUST be in portrait style. Official poster guidelines will be made available on the ADC website closer to the congress.

## Speaker registration fee

The acceptance of a proposal does NOT include registration, or any costs associated with attendance at the conference (such as travel and accommodation), or any other costs associated with the preparation or delivery of the presentation or posters.

If you are submitting a proposal on behalf of someone else, please ensure ALL speakers are aware of the speaker registration fees for attending ADC 2020.

**Speakers of accepted proposals will need to register before early bird closes on 30 June 2020.**

## Audiovisual

A Speakers' Preparation Room will be available throughout the conference, along with audiovisual assistance.

Standard equipment in session rooms includes:

- lectern and microphone
- data projector, projection screen/plasma display and LCD preview monitor
- handheld roving microphone/s for Q&A
- head table with table microphones

**Please note the conference will NOT support video teleconferencing.**

## Withdrawing an abstract

If you want to withdraw an abstract, please contact the Conference Office in writing via email to [adc@thinkbusinessevents.com.au](mailto:adc@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 authors/presenters have been informed of the withdrawal.

## Enquiries

### **Conference Office**

Think Business Events

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

Phone: 03 94171350

For easy reference, please always include the reference number and title of your presentation in your email.