

AUSTRALIAN INDIGENOUS TOURISM CONFERENCE



Please read the following instructions on [how to prepare your proposal](#) and [use the Oxford Proposal Submission System to submit, edit or withdraw a proposal](#) for the Australian Indigenous Tourism Conference (AITC) 2018.

The committee invites you to submit your presentation proposal for consideration for the two-day AITC 2018 program, taking place in Lorne on 30 Oct – 2 Nov 2018.

Submissions will only be accepted through the online portal up until COB Thursday 14 June 2018.

THEMES

Using the online submission form, you will be able to select ONE (1) of the following categories that best fits your submission. These categories will be used by the Program Committee to place proposals in session streams and assign them to the reviewers.

- Capacity building/training
- Economic development
- Future trends/current trends
- Challenges in the sector
- Reconciliation action plans
- Inclusiveness of tourism experience
- Youth engagement
- Urban culture experience
- Other

PRESENTATION FORMATS

The following presentation format will be available at the AITC 2018 Conference.

Oral Presentation (10-15 Minutes)

No. of speakers: one or two per presentation.

Duration: 10-15 minutes, including presentation time and Q&A.

REGISTER AS A USER IN THE OXFORD SYSTEM

Go to the **AITC 2018 Conference [website](#) Call for Speakers** page and **click on submit proposal**. The system will automatically prompt you with a message to register your details if you have not yet done so.

1. Enter your name, surname and email and choose a password.
2. Enter any other personal information such as address, phone number, post nominal/s (degrees) etc.
3. You will be sent an email confirming your password to access the abstract submission system.

Important

- Proposal submissions close **midnight (AEST) on Thursday 14 June, 2017**.
- **All presenters must be registered to attend the conference.** Proposal acceptance will be subject to registration for the conference. If your proposal is accepted for a presentation, you will need to register by **no later than Thursday 30 August 2018**.
Presenters who fail to register by the due date risk having their presentation removed from the conference program.
- **Please remember that submitting a proposal does NOT automatically register you as a conference delegate.** Conference registration can be completed online at a later date.
- All communications about your proposal submission will be sent to the email address you submit.
- We recommend that the user ID and email belong to the main author that will be presenting at the conference.

SUBMIT AN ABSTRACT

The conference offers a text-based submission form where you will be required to enter the information regarding your proposal, such as title, authors, biography, etc. Submitting a proposal is a multi-step process:

1. Ensure that you have a copy of your proposal file on hand so that you can copy/paste the information easily into the text-based submission form's fields.
2. Your abstract is to be one paragraph of no more than 250 words.
3. Go to the Oxford Abstract Submission System [Log In page](#).
4. Enter your email address and the password you chose when you first registered as a user.
5. Click the **"log in"** button and you will be taken to a screen from which the submission process starts.
6. Choose one of the following based on what you are submitting:
 - If you are submitting an individual proposal click on **"Click here to make a new submission"**.
7. Please read the instructions on this screen carefully. Please follow the steps below and click **"Next"** to go to the next page.

STEP 1: Enter the title, by either copy/pasting from your word file or typing in the information. Remember there is a 50-word limit for the title, and 250-word limit for the presentation summary which must be one paragraph. Click **"Next"** to continue.

Title (Max. 50Words): The title should be as brief as possible but long enough to indicate clearly the nature of the proposal. If you wish to include a subtitle, it must be included in this field and included in the 50-word limit.

We recommend that you share the summary with the other authors so they can check that their names and affiliations are correctly listed and spelled.

Presentation Summary (Max. 250 words): Any proposals 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 proposal and included in the 250-word count.
- **Special symbols and formatting** are to be used sparingly. Once your submission is complete, please read your proposal in full to ensure the symbols are displayed correctly, and if not, please click on the **“Insert Symbol”** icon on the screen to see the list of available symbols.
- **Do not include** authors names, institution or other identifiers in your presentation summary as all proposals will be blind reviewed.
- **Ensure your proposal is print ready.**

STEP 2: ENTER information about the **Authors and Organisation** (Affiliation refers to any institution or organisation such as a workplace that is affiliated with your proposal submission. You are only required to add your affiliation/s if applicable. If you do not have any affiliations, please mark N/A in each field and add your country of residence in the ‘Country’ field). Click **“Next”** to continue.

Authors: You **MUST** enter the names of all authors here (including yourself if you are an author) in the order in which you wish them to appear in the printed text. **Names omitted here will NOT be printed in the author index or the final program.** Please ensure the spelling of their names and affiliations (if applicable) is correct.

Presenters: The system will allow you to nominate one or more presenters, which can be yourself (the person submitting the proposal) and/or any other of the authors.

Content Topics: Choose a subject category which best describes your submission. If you choose 'Other', please specify.

Content Topics:

- Capacity building/training
- Economic development
- Future trends/current trends
- Challenges in the sector
- Reconciliation action plans
- Inclusiveness of tourism experience
- Youth engagement
- Urban culture experience
- Other

Presenter Biography (Max 150 words): Provide a 3-4 sentence biography of the primary presenter, exactly the way you would like it read for your introduction (please write in the 3rd person).

STEP 3: Confirm the following items for your abstract submission:

- **Permission to Publish:** You are required to provide permission on behalf of all authors and affiliations associated with the proposal submission, for the proposal to appear on the AITC 2018 Conference website, Conference phone app and in printed Conference material if it is accepted for presentation.

Required Fields: Some fields are marked “**Required**”. The system will not accept your abstract until these questions have been answered. If you have not answered all the mandatory questions, your proposal will be held in temporary storage until you return later and complete all the questions.

Word Limit: Please note the system will not accept fields that exceed the word limit and will not allow you to continue once the word limit is met.

Click “**Submit**” to confirm and finalise your submission.

STEP 4: If you have answered all of the mandatory questions then your proposal will be assigned a reference number and you will be taken to a **summary page**.

8. Click on the Title within the summary page to check all the details of your submission are correct. This will open your submission so that you can edit if required.
9. You will be sent a confirmation email with your submission reference number.
10. Abstract submitters will be notified of the submission outcome via email to the email address provided when creating your profile. Notifications of proposal acceptance will be sent to all submitters on **Thursday 26 July 2018**.

SUBMITTING MORE THAN ONE PROPOSAL

If you are submitting more than one presentation proposal, please use the same email address and password for each proposal. Click the ‘**New Submission**’ button on the summary page to submit a new proposal. Please follow the same steps as above to complete the submission.

EDITING OR AMENDING AN ABSTRACT

You may wish to change your answers to some of the questions on the submission form, or even to change the proposal itself.

1. Log back into the submission system.
2. You will see the list of proposals that you have submitted so far. Click on the proposal that you wish to change.
3. Edit the fields you want to change. The process of amending a proposal is the same as the original submission 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.
4. Click “**Finish**”

5. You will be sent an email confirming that your proposal has been amended – provided you have answered all the mandatory questions.

WITHDRAWING AN ABSTRACT

If you want to withdraw a submission, please contact the Conference Office in writing via email to aitc@thinkbusinessevents.com.au. Please note that withdrawals need to be communicated in writing by the author who originally submitted the proposal, and in doing so, the Conference Office assumes that all other authors/presenters have been informed of the withdrawal.