

# AVETRA 2012 CONFERENCE – ABSTRACT SUBMISSION GUIDELINES

The theme for the 2012 AVETRA Conference is:

## ***The Value and Voice of VET Research for individuals, industry, community and the nation***

Research in VET occurs in many different contexts and is carried out by a wide range of researchers and practitioners. As a community we do not often stop and evaluate the effects of our work and advocacy. This theme provides us with the opportunity to do exactly this. The theme encourages us to share our experiences in our particular research area within the broader context of the social, economic and political contributions that our work makes.

The conference will be structured around the following broad themes:

1. The economic and industry impacts of VET research
2. The social and community impacts of VET research
3. VET research and its relationship to policy formulation
4. The impacts of VET research on individual learners and groups of learners
5. The place and role of new researchers
6. The “voice” of VET research: Whose and who listens?
7. Comparative and historical perspectives in VET research

AVETRA accepts only research-based conference papers. For this purpose, research is taken to mean any systematic investigation into a subject or topic with the aim of creating new knowledge or revising existing knowledge.

### **Papers**

Individual paper presentations must be no longer than 25 minutes and will be broken down as follows:

- 15 minutes paper presentation
- 5 minutes questions and discussion
- 5 minutes changeover between speakers

Authors who want their papers peer reviewed must submit them **by Friday, 10 February 2012.**

### **Interactive Sessions**

The conference aims to provide practical assistance to VET researchers and practitioners and to those new to VET research. Submissions for a 60 minute session which involves and challenges a small group of participants are requested. These may be workshops, symposia, roundtable or panel discussions but the proposal must identify the target audience and expected outcomes of the session.

*Interactive Sessions are scheduled for 60 minutes but timing may be revised depending on number of abstracts received and accepted by the reviewing committee.*

### **Abstract Submission Information**

Closing Date(Extended to): **Monday, 19 December 2011**

All papers accepted for presentation must first submit an abstract that aligns with one or more of the conference themes. Online submission, via the AVETRA web site is the only method for the submission of abstracts. All abstracts submitted must be original work and not previously presented nor published in any form.

When you submit your abstract you will be given an Access Key - please make a note of this key. If you wish to

submit a new abstract or replace an existing abstract (before the closing date) you can do so through the Speakers Zone on the website.

Please note that it is a **requisite** that the presenting authors for all accepted abstracts register for AVETRA 2012.

If you have any problems with the submission process, please contact Cathy Wanny at the AVETRA 2012 Secretariat for assistance on +61 2 9431 8639 or email [avetra@conferenceaction.com.au](mailto:avetra@conferenceaction.com.au).

### **1. Prepare your abstract**

- Abstract must be typed in plain English
- Abstract must use a 12 point font with single line spacing
- Abstract must not exceed 500 words, excluding title, authors and institution
- The complete title should be in capitals
- Include all the authors. Underline the presenting author only; do not include titles or degrees
- Author(s) and institution(s), city, state and country, in capital/lower case letters, should follow the title
- Ensure the abstract identifies the conference theme to which the paper is responding

Abstracts not following the above guidelines will **not** be accepted for review.

### **2. Register your presentation**

To submit your abstract, click on the Abstract Submission button at the bottom of this page. You will be asked to enter your contact details, abstract title, presentation type, author(s), etc. You can submit multiple abstracts.

### **3. Upload your abstract**

At the end of the Abstract Submission process you will be asked to upload your Microsoft Word abstract document.

### **4. Amending your abstract**

Changes should be made to your word document and then re-uploaded using the Speaker Zone area. Do not resubmit your abstract a second time as it will be counted as a second submission. By using the Speaker Zone Area, you can upload the revised abstract which will replace the old version.

### **Notification of Abstract Status**

An acknowledgment email will be sent within 7 days of receipt of your abstract. After the review process, an email will be sent to the nominated contact for the abstract the week starting Monday, 19 December 2011 notifying acceptance or otherwise of the abstract as the basis for a paper to be submitted for consideration as part of the conference program.

### **To Submit an Abstract**

To submit an abstract for AVETRA 2012, please [CLICK HERE](#).

*Please note this will open a new page and will take you to a secure server. Access maybe restricted by certain firewalls. If you cannot access or have an error message, please contact the AVETRA 2012 Secretariat.*

### **Speakers Zone**

To amend/proof an abstract or update your details, please [CLICK HERE](#).

### **Abstracts and Papers Submission Dates**

Last date for submission of abstracts	19 December 2011
Notification of abstracts status	23 December 2011
Last date for submission of papers for refereeing	10 February 2012
Last date for submission of non-refereed papers	9 March 2012
Last date for submission of power point presentations	4 April 2012

**Registrations**

It is a prerequisite that all speakers must register for a minimum of one day to the conference.

A personal link will be sent to all authors to register online. Do not register before receiving this link. The link will open with your details, saving you time (no need to re-enter all your details) and saving duplicated records in our system.