

# AIPM 2018 – Oxford Guidelines

## Abstract Submission Instructions & Guidelines

Please read the following instructions on [how to prepare your abstract](#) and [use the Oxford Abstracts Submission System to submit, edit or withdraw an abstract](#) for the Australian Institute of Project Management (AIPM) 2018 Conference.

### [Register as a User in the Oxford Abstract System](#)

Go to the AIPM 2018 Conference website, Call for Abstracts page and click on the link to access the abstract submission system.

<https://app.oxfordabstracts.com/stages/546/submission>

The system will ask for your email address and prompt you to create an account if the email address hasn't been activated previously.

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.

**PLEASE NOTE:** Abstracts submitted in hard copy will not be accepted. Only abstracts submitted via the online Oxford Abstracts Submissions System will be accepted and reviewed.

### [Important](#)

- Abstract submissions close midnight (AEST) on Wednesday 9 May, 2018.
- All presenters must register and pay to attend the conference. You will need to register and pay by no later than Wednesday 15 August 2018.  
**Presenters who fail to register by the due date risk having their presentation removed from the conference program.**
- Please remember that submitting an abstract does NOT automatically register you as a conference delegate.
- All communications about your abstract 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 abstract, such as title, authors, biography, etc. Submitting an abstract is a multi-step process:

1. Ensure that you have a copy of your abstract 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 no more than 400 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.

**STEP 1:** Enter the title and abstract text, by either copy/pasting from your word file or typing in the information. Remember there is a 15 word limit for the title, and 400 word limit for the abstracts.

**Abstract Title (Max. 15 Words):** The title should be as brief as possible but long enough to indicate clearly the nature of the abstract. If you wish to include a subtitle, it must be included in this field and included in the 15 word limit.

**Abstract Body (Max. 400 words/one paragraph):** Any abstracts exceeding the word limit will not be accepted and will be marked in the system as incomplete.

- References are not required. If you wish to include them, they must be included in the body of your abstract and included in the 400-word count.
- Special symbols and formatting are to be used sparingly. Once your submission is complete, please read your abstract 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 use tables or figures.
- Do not include authors names, institution or other identifiers in your abstract as all abstracts will be blind reviewed.
- Ensure your abstract is print ready.

**STEP 2:** Enter information about the authors and affiliation/s (Affiliations refer to any university, foundation, institution or organisation such as a workplace that is affiliated with your abstract 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).

**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 abstract) and/or any other of the authors.

**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 abstract submission, for the abstract to appear on the AIPM 2018 Conference website, Conference phone app and in printed Conference material if it is accepted for presentation.

- **Slides & Recording Permission:** You are required to provide permission on behalf of the presenter to have the presentation recorded and the slides to appear on the AIPM website. You will have three options Yes, No, Yes, with changes, Yes with changes will allow you to send new slides to the conference office if you would like to omit some data up to 1 week after the conference.
- **Author Approval:** You are required to confirm that the submission has been approved by all authors.
- **Author Will Attend:** Submitters must indicate that they confirm that at least one author will register in full to attend and present at the Conference if the submission is accepted for presentation.
- **Presentation Format:** Select your preferred type of presentation. Please note that in the event your submission is accepted for a presentation, you may be allocated a different presentation format than the one you have selected during the submission process.

### Presentation Format

- Oral Academic Presentation (30mins + 10mins Q&A)
- Oral Industry Presentation (30mins + 10mins Q&A)
- Workshop Presentation (2 hours, Sunday 19 August 2018, 3.30pm – 5.30pm)

#### **PLEASE NOTE:**

**Academic Papers** – Academics are invited to submit an abstract and, if accepted, the full paper will be subject to double-blind peer review. Maximum paper length is 3000 words, excluding references.

**Industry Papers** – Practitioners are invited to submit an abstract and, if accepted, a PowerPoint presentation may be submitted.

### Submission Categories:

Choose a subject category which best describes your submission.

#### **Strategic planning and prioritising:**

- Strategic Portfolio Management
- Value chain
- Benefits realisation
- Project Management as an integrating discipline
- End to end strategy implementation

#### **Resilience**

- Capability/Maturity Development
- Investment portfolio review
- Practicality of implementation weighing in at business case point – benefits vs realistic implementation
- Policy implementation
- Accountability for benefits
- Debunking the failure myth
- Developing individual & organisational competencies
- Infrastructure – CPO, PMO, EPMO, PO - resource utilisation

## The PM Toolkit

- Technical skills
- Controls
- Governance
- EVM
- Tools / software
- Techniques
- Methodology

## Critical Skills:

- PM as facilitator and integrator
- Getting the most from your team
- Engaging and influencing stakeholders
- Conflict
- Negotiation
- Leadership
- Communication – influencing, vision setting, learning styles
- Presentation/personal branding
- Cross cultural intelligence
- Interpersonal effectiveness

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

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

**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 abstract 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 submit if you go over. The word count is located at the bottom of the text box.

- You will be sent a confirmation email with your submission reference number.

**PLEASE NOTE:** 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.

- Abstract submitters will be notified of the submission outcome via email to the email address provided when creating your profile. Notifications of abstract acceptance will be sent to all submitters on **Friday 15 June 2018**.

## Submitting More than One Abstract

If you are submitting more than one abstract, please use the same email address and password for each abstract. Click the ‘**New Submission**’ button on the summary page to submit a new abstract. 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 abstract itself.

1. Log back into the submission system.
2. You will see the list of abstracts that you have submitted so far. Click on the abstract that you wish to change.
3. Edit the fields you want to change. The process of amending an abstract 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 **"Submit"**
5. You will be sent an email confirming that your abstract has been amended – provided you have answered all the mandatory questions.

### Withdrawing an Abstract

If you want to withdraw an abstract, please contact the Conference Office in writing via email to [aipm@thinkbusinessevents.com.au](mailto:aipm@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.