



Australian Hydrographers' Association

Conference Correspondence address:
The Convenors
C/- PO Box 843
Cooma
NSW. 2630
Australia

Email: publicist@aha.net.au
Web: www.aha.net.au

Dear Intending Conference Presenter,

Your abstract submission for presentation of a technical paper at the 14th Australian Hydrographers' Association Conference in Canberra is currently being considered for inclusion in the Conference Proceedings and for Platform Presentation at the Technical Days of the Conference Program to be held on August 21 and 22, 2008.

To achieve final acceptance of your manuscript and presentation proposal, the Conference Conveners will require submission of the manuscript and draft Platform Presentation by the Deadline dates listed and conditional on meeting the guidelines and conditions as listed in this correspondence.

Responsibility for managing resources and meeting the deadline dates and information requested rests with the Paper Proponent.

Individuals presenting a Platform Presentation will be required to be registered as a delegate at the 14th Australian Hydrographers' Association Conference.

The Conference Conveners and the Committee of the Australian Hydrographers' Association (AHA) reserve the right to vary, add or remove any of the guidelines and conditions listed in this advice. Such modifications will take into consideration the professional spirit and theme of the Conference and be for the professional benefit of the Conference, the Conference Delegates and satisfies the Stated Aims of the Australian Hydrographers' Association.

Deadline Dates:

Friday July 4, 2008 – Final Manuscript and draft Platform Presentation to be provided to Convening Committee for final decision on inclusion in the conference program.

Friday July 11, 2008 – Presenters notified of acceptance of work, or subject to recommended focus or content changes if required. (Manuscripts requiring review will be returned with a revised final submission date to the proponent)

Friday August 1, 2008 – Final Platform Presentations required to be delivered to the Conference Conveners in the approved Conference Template Format (Conference Template Power Point Template will be provided by the Conference Conveners)

Submission Details

Submissions will be provided electronically to the Conference Conveners by the deadline dates listed above and as per the listed addresses below:

- Submissions less than 5 Mb By Email – publicist@aha.net.au
- Submissions greater than 5 Mb posted on CD ROM to

The Conference Conveners
14th AHA Conference
C/- PO Box 843
Cooma
NSW, 2630
Australia

To meet Conference preparation deadlines, the final manuscript and presentation dates are not negotiable and late papers may be withdrawn from the final program.

Provisional Conference Program

A Provisional Conference Program of presentations, for the general information of attending delegates, will be issued prior to the deadlines listed above.

Inclusion in the Provisional Program does not automatically indicate acceptance of the manuscript or presentation for the Conference and is subject to change without notice if submissions fail to meet the guidelines and conditions contained herein.

Selection Criteria, Guidelines and Conditions

Final acceptance will be granted on the condition that presenters and authors comply with the following format guidelines and conditions and final presentation will assume acceptance of these guidelines and conditions.

The Conference Conveners reserve the right to withdraw/reject manuscript and Platform Presentations from the Conference proceedings that do not comply with guidelines and conditions setout below or considered to be not within the spirit or theme of the Conference proceedings.

Selection Criteria

- Manuscripts/Presentations accepted for inclusion in the conference program will be accepted in good faith for correctness, fairness and in complying with the guidelines and conditions setout in this document.
- The manuscript shall be relevant to the theme of the conference “Water Initiatives – 2008 and Beyond” and will be relevant to national initiatives in water resource assessment activities, through case studies, program studies and the like. International submissions will be considered where the information benefits the conference theme and objectives
- Preference is given to Platform Presentations that are accompanied by a manuscript suitable for future publication.

- Final manuscript and Platform Presentation acceptance may be offered subject to change of content or focus of the final manuscript, at the request of the Conference Conveners following peer review of the submission
- Final manuscript /presentations with an overt commercial message will be rejected.
- Product Presentations will not be accepted
- The exclusion of product promotion or presentations does not prevent passing mention of trade names or brands within manuscripts or presentations if the Conference Conveners deem that the other selection criteria are satisfied.
- Presentations that contain comparison or comment about competing technologies or trademarks/brands must include the methodology and processes used to arrive at the conclusion or comments and will be subject to critiquing by professional and industry peers for further assessment prior to potential final acceptance.

Paper Format

- Papers will be submitted in Microsoft Word Format with images embedded in the document.
- All images contained within the document will also be supplied in a separate electronic folder and sent with the manuscript file.
- A final copy in .pdf format is also required to be provided.

Platform Presentations

- Platform Presenters will be registered as a delegate at the 14th Australian Hydrographers Association Conference
- Presenters/Authors will provide a short précis of their professional development and academic qualifications, contact details, organisation details and other relevant information for use as introduction prior to their Platform Presentation.
- Platform Presentations will be limited to a presentation time of 20 minutes, followed by 10 minutes questioning time.
- The presentation will be sized to suit this time allocation, including the professional introduction by the session timekeeper, and may be less than the time limit.
- Format of the paper will be in Microsoft Power Point. Presenters are required to use the Conference Template for the presentation, provided by the Conference Conveners, to maintain consistency in presentation style throughout the conference.
- The required final presentation template may include the AHA logo and the logo of a Session Sponsor in the lower corners of the template and will not be obscured by the final presentation slides or content. If a. The Convening Committee will consider issues that arise if a presenter feels that a conflict of interest exists with this arrangement but the presenter must make every effort to convey these opinions and suggested modifications by the deadline dates.

Copyright of Work

- Copyright of the work presented will rest with the authors or organisation from which the work originates but the Australian Hydrographers' Association (Inc) is granted the unrestricted right to publish in whole, in part, or edited as appropriate, the manuscript and presentation provided to the conference. This includes publishing in printed and in electronic forms in relation to the conference proceedings and future publication through information mediums and activities managed by the Australian Hydrographers' Association.

- Where the proponent submits a manuscript and presentation that has previously been presented or published in another forum, it is assumed by the 14th Australian Hydrographers' Association Conference Conveners that permission is granted for its use at the 14th Australian Hydrographers' Association and in subsequent AHA activities.

In conclusion, the Conference Conveners look forward to your professional participation at the 14th Australian Hydrographers' Association Conference.

If you have any queries regarding your presentation/paper for this conference please advise the Conveners as soon as possible:

Mic Clayton - publicist@aha.net.au
- ph 02 6453 2474 or

Bill Steen - william.steen@kisters.com.au
- ph 02 6288 2756

Regards

Mic Clayton
Publicity Officer for Australian Hydrographers Association,
Co Convenor of the 14th Australian Hydrographers Association Conference, 2008.

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