Abstract Submission: Guidelines & Instructions

Please read the following instructions on how to use the Abstracts Submission System to register your details, submit, edit or withdraw an abstract for the National Housing Conference 2023 (NHC23).

During the review process, abstracts will be evaluated considering the following:
- relevance to the conference themes
- originality of ideas
- significance of results
- application of existing ideas in ways that provide new insights and progress
- usefulness to audience, clarity and timeliness.

Research related abstracts should refer to research that will be completed before NHC23 and comprehensive results, not preliminary, are able to be available and shared at the conference. Pilot projects should also be completed and results available to be shared at the conference.

Abstracts that refer to policy or practice should relate to best practice case studies or innovative developments relating to housing issues.

We are inviting abstracts that focus on a program, project or pilot didn't work, sharing the reasons why and what was learnt. This is a great learning opportunity, especially for other organisations who may be heading down a similar path.

You are also encouraged, where appropriate and applicable, to include people with lived experience/tenants/consumers as presenters. If you intend to have someone with lived experience being part of the presentation, please indicate that in your abstract submission (see *Affiliations and Authors/Presenters* below).

Register as a User in the Abstract Submission System

Go to **NHC 2023 Abstract Submission Portal** page:
https://ahuri.eventsair.com/nhc23/nhcabstract

Select **'Create New Account'**. You will need to only do this once and the system will store your details. Complete the fields and select 'Register'. You will need to enter your contact details which you do by going to **Update Contact Details** and then click on **Create Contact.**

Once you have created you contact details, you will be able to proceed with your abstract submission.

Important:
- Submitting an abstract <u>does not</u> register you as a conference delegate. Conference registration is via the conference website www.nhc.edu.au.

- All communication in relation to your abstract will be sent to the email address you include in your submission.

- We recommend the email being used for the account belong to the main contact person for the abstract.

Submitting an abstract

Abstracts are text only and no supporting documents will be accepted. Please read the instructions on the screen carefully and complete the fields in the submission form.

1. TITLE

Enter the full title or topic of your abstract – maximum of 20 words. The title should be as brief as possible but long enough to indicate clearly the nature of your submission.

2. PRESENTATION

What format would suit your abstract best?
- Presentation
- Panel discussion

Panel discussion – you are to include all people who will be part of the panel in your abstract submission (see *Affiliations and Authors/Presenters* below). If the abstract is accepted as a panel, all members listed are bound by the terms and conditions of the abstract process.

Presentation – this should be for one person and not a group of people.

3. THEMES AND KEYWORDS

There are three major themes under the tagline of "A way forward" and your abstract should align with at least one of the major themes:

- Community and wellbeing
- Investment and supply
- Innovation and collaboration

There are a range of key themes/words that you can align your abstract to. During the submission process you will be required to select the keyword(s)/theme(s) that best align with your abstract:

Affordable housing	Domestic and family violence
Ageing	Emergency accommodation
Alternative affordable housing models	Exiting care and institutions
Apartments / higher density housing	Financing affordable housing
Build-to-rent	Good housing design
CALD	Health and housing
Climate change / decarbonisation	Homelessness
Collaborative / co-housing	Home ownership
Community housing	Housing affordability
Construction and design	Housing markets
Consumer voice	Improving quality
Disability	Increasing supply

Indigenous housing	Property management
Institutional investment	Public housing
Integrating services	Regional / remote
Land use planning and affordable housing	Regionalisation
LGBTIQ	Social housing
Lived experience	Social impact investment
Local government and housing policy	Social infrastructure
Mental health and housing	Student housing
Migration	Support services
Other	Sustainable housing and energy costs
Partnerships with private sector	System linkages
People first in relation to housing first	Tax reform
Project that didn't work – what we learnt	Tenancy management
Policy development / reform	Tenancy reform
Population growth, cities and decentralisation	Urban renewal
	Well, that didn't go to plan
Poverty and disadvantage / welfare policy	Whole of housing system
Private rental	Women
Property development	Youth

4. AFFILIATIONS AND AUTHORS/PRESENTERS

Please provide the details of affiliation/institution, city, state (where applicable) and country of each author/presenter. (Affiliation is to be used for organisation/company they work at.) To add new affiliation/institution if author/presenter is from somewhere different, click on the Add Affiliation.

Enter the names of all the authors/presenters, including yourself if you are an author. Please ensure that for the person(s) presenting that the Presenter box is checked, and that the Affiliations number corresponds with the affiliation/institution listed in the first step of this process. Note: if selecting *Presentation*, then only one person can have Presenter ticked.

The maximum number of people you can list is five (5). To add a new author/presenter click Add Author.

If your submission is accepted, you will be required to provide a short bio (100 words maximum) for each presenter that is invited to present as well as a photo.

5. ABSTRACT

Please enter your Abstract to a maximum of 250 words. Any submissions 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 text and included in the 250 word count.

Special Symbols and formatting are to be used sparingly. Once your submission is complete, please read your submission in full to ensure the symbols are displayed correctly. Do not use tables or figures.

6. ADDITIONAL INFORMATION

Prior publication: If your paper is to be presented at other conferences prior to the National Housing Conference 2023, or if you are submitting it to other conferences and yet to receive confirmation, please advise when and where.

Target audience: please state who is the target audience for your paper e.g. Government policy makers, community housing providers, private developers etc. Please keep this concise.

Virtual presentation only: this Abstract process is open to people who are only able to do so virtually and only for Presentation and not for Panel Discussion.

7. REVIEW

Check all information has been entered before submitting. You must accept the terms and conditions of the Abstract Submission process.

Draft Submissions

You can save an incomplete submission by clicking **Save As Draft** at the bottom of the screen and return to your submission at a later stage by going to **Edit Abstracts**.

Once you have reviewed your submission, click **Submit** to complete the process.

Edit or amend an abstract

To edit or amend a submission, log into your account and go to **Edit Abstract** and click on Edit of the submission you wish to amend.

Edit the fields you want to change. The process of amending a submission is the same as the original 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. Please ensure you click the Submit button and that you receive a confirmation email.

Once you have reviewed your submission, click **Submit** to complete the process.

Submit additional Abstracts

To submit additional abstracts, log into the Abstract Portal, head to **New Abstract** and then follow the same instructions as the original process. Each time you click on New Abstract, the system automatically starts a new draft – if editing head directly to **Edit Abstract** (see below). You can submit a maximum of two (2) abstracts.

Important Notes:

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

- The NHC program is a heavily designed program aiming to present sessions in line with policy development and sector priorities.

- Presentation opportunities may come in a variety of formats – including panel participation, workshop participation, standard presentations and Think Tank sessions. So, we can tailor a program that maximizes audience participation and engagement we ask that you be flexible with your presentation style.

Withdraw an Abstract

If you wish to withdraw a submission, please contact AHURI in writing via email to events@ahuri.edu.au Withdrawals need to be communicated in writing by the person who originally submitted the abstract, and in doing so, AHURI assumes that all other authors/presenters have been informed of and consent to the withdrawal. An exception is that the person who submitted the abstract has left the organisation.

Important: Once a submission is withdrawn, it may not be reinstated.

Author Notification

Submitting authors will receive email notification advising an outcome the week commencing **Monday 3 April 2023**

Upon receiving notification of acceptance and an invitation to present, authors are required to notify AHURI of their intent to participate/present at the conference. If notification is not received by the specified date, the invitation may be withdrawn.

Key dates

Call for abstracts open	**January/February 2023**
Call for abstracts close	**Sunday 5 March 2023**
Authors will be notified of outcome via email	**Tuesday 3 to Thursday 6 April 2023**
Presenter acceptance deadline	**Friday 21 April 2023**
Presenter registration closes	**Sunday 14 May 2023**

Review criteria

All abstracts will be subject to review by a panel of reviewers; the review panel may contact authors as part of the review process.

Successful submissions will be scheduled into new or existing conference sessions or scheduled as part of other ancillary activities which may be held in conjunction with the main conference program.

Review criteria for abstracts includes:
- relevance to the conference themes
- originality of ideas
- significance of results
- application of existing ideas in ways that provide new insights and progress and
- usefulness to audience, clarity and timeliness.

Research related abstracts should refer to research that will be completed before NHC23 and comprehensive results are able to be shared.

Abstracts that refer to policy or practice should relate to best practice case studies or innovative developments relating to housing issues. We are also inviting abstracts that focus on a program, project or pilot didn't work, sharing the reasons why and what was learnt.

The AHURI reserves the right to allocate abstracts into sessions as they see fit in accordance with the overall program objectives.

Further information

Please contact AHURI on 03 9660 2309 or email events@ahuri.edu.au