

Workshop Submission Guidelines

Submission Deadline Date: 1 May 2025

- Workshops must be submitted via the on-line submission form only; submissions received by fax or email cannot be reviewed.
- All workshops submitted online will undergo review by the Scientific Committee.
- Workshops must be received by the announced deadline. Submissions received after the deadline will not be considered.
- All workshop proposals must be submitted and presented in clear English with accurate grammar and spelling of a quality suitable for publication.
- You can submit for either a short or long workshop.
- Workshops will be held on 23 March 2026
- All presenters/chairs/moderators must complete registration and payment by 1 December 2025 in order to guarantee placement in the final program

Long workshop parameters

- Long workshops are 3-5 hours in length
- Workshops must have 1-3 chairperson and 1-7 speakers
- A brief description of the workshop (maximum 500 words) is required for evaluation purposes
- The workshop submitter should receive the permission of every speaker/chairperson in their session prior to submission

Short workshop parameters

- Short workshops are 90 minutes in length
- Workshops must have 1 chairperson and 1-4 speakers
- A brief description of the workshop (maximum 500 words) is required for evaluation purposes
- The workshop submitter should receive the permission of every speaker/chairperson in their session prior to submission

Considerations to help you brainstorm about your workshop format:

Do you want to limit the number of attendees to your session?

Will you require equipment for visual or interactive displays? i.e. ultrasound machines, whiteboards, activity materials. Please note additional costs may apply – we can work with you on this if required.

Do you want your room setup for small group work or theatre style for lectures?

Will you require any special AV other than standard lectern/microphone/screen?

Please note additional costs may apply – we can work with you on this if required.

Do you want to prescribe any preparation reading for attendees prior to your session?