



**6TH INTERNATIONAL SECRETARIAL SUMMIT
(3-6 September 2006)**

OVERVIEW OF 2006 ABSTRACTS

Abstracts submitted for UNDER THE SOUTHERN CROSS — 6th International Secretarial Summit will be published in a special IS Summit Abstract booklet.

REQUIREMENTS

1. Abstracts may either be submitted to the Chair, IS Summit International Advisory Committee along with the completed “2006 IS Summit Abstract Submission Form and Copyright Statement — Paper C” (or a clear photocopy of the abstract), or by email.
2. Faxed submissions will not be accepted.
3. Please ensure that you submit a completed “2006 IS Summit Abstract Submission Form and Copyright Statement — Paper C” with your abstract.
4. **Please proofread your abstract carefully.**

INSTRUCTIONS

1. The abstract title must be in UPPER CASE AND BOLD.
2. Place an asterisk (*) after the name of each non-member author. If none of the abstract authors is an Association member, include “**(Introduced by _____)**” after the name of the last author and indicate the name of the Association member (as well as name of Association) who is sponsoring the abstract (see Sample Abstract in “Rules for Paper and Electronic Abstract Submission 2006 — Paper B”). Omit degrees, titles and any other designations. Company employer should be included, using superscript number to match authors with places of employment (see Sample Abstract behind Paper B).
3. Use a letter-quality laser or inkjet printer (or a pica or elite typewriter). Use Tahoma 11-point character type.
4. Type in format outlined in “Rules for Paper or Electronic Abstract Submission 2006 — Paper B”. Simple tables and graphs may be included, however, they must be neat and in black ink.
5. The entire abstract, including title, author(s), location and text, must fit within a standard A4 page (21 x 29.7 cm) or (8.27 x 11.69 inches).
6. Standard abbreviations are acceptable. A special abbreviation should be placed in parentheses after the first appearance of the full word for which it stands. Symbols may be drawn in black ink.
7. Any references should be noted as citations within the text – not as footnotes at the end.
