



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

RULES FOR PAPER OR ELECTRONIC ABSTRACT SUBMISSION 2006

ELIGIBILITY/SPONSORSHIP

The abstract must address one of the topics listed in the "2006 Abstract Review Topics — Paper D" and address questions, observations or contain research and findings carried out on the topic.

- If none of the abstract authors is a member of an Affiliated International Association, the abstract must be sponsored by a current Affiliated International Association member or it will not be reviewed. Members are advised to use their judgement in restricting sponsorship to a reasonable number of abstracts.
- There is no limit to the number of abstracts an individual may author.
- Abstracts will be rejected if membership dues are in arrears.

REVIEW PROCESS

Abstracts will either be peer-reviewed (by colleagues) or by the IS Summit International Advisory Committee. Authors must indicate the topic (one only) on each abstract form, i.e. "Professional Ethics — Ethical Dilemmas". All abstracts submitted will be considered as eligible for one presentation: oral at the commencement of Discussion Groups. Successful authors will be given no more than 10 minutes at the commencement of the Discussion Groups to present their abstract.

NOTIFICATION

Notification regarding acceptance or rejection of abstracts will be made by email, or by fax if no email address is provided; consequently, an accurate email address is critical. If you have not received an email notification by the end of June, please contact the Chair, IS Summit International Advisory Committee, telephone (+61 7 3355 0251) or fax (+61 7 3355 0211). The decision of the IS Summit International Advisory Committee regarding acceptance/rejection of abstracts is final.

ABSTRACT SUBMISSION GUIDELINES

- An abstract of your presentation of not more than 250 words as an MS Word file (Word 97 or later) in the following format:
 - **First Line:** Title of your presentation (in 12 point, bold and capitals, Tahoma font, centred).
 - **Second and Third Lines:** Leave blank.

- **Fourth Line:** Authors Name/s. If there is more than one author, please provide names of all authors and underline the name of the presenting author. Show surname then given names (example: Smith Andrea, Jones Betty and Brown Sylvia). (In 11 point Tahoma font, centred).
- **Fifth Line:** (Introduced by _____).
- **Sixth and Seventh Lines:** Leave blank.
- **Eighth, Ninth and Tenth Lines:** Name of International Summit, i.e. *UNDER THE SOUTHERN CROSS -- 6th International Secretarial Summit*, dates and place, i.e. *3-6 September 2006, Gold Coast, Queensland, Australia*. In 8 point Tahoma font, in parentheses, bold and to the left-hand side of the page.
- **Eleventh and Twelfth Lines:** Leave blank.
- **Thirteenth, Fourteenth, Fifteenth, Sixteenth, Seventeenth, Eighteenth, Nineteenth, Twentieth, Twenty-first and Twenty-second Lines:** Name of department and company employed by, full postal address, telephone and fax numbers; and email address of the author(s) – see "Sample Abstract on page 3 of this Paper. In 11 point Tahoma font.
- **Twenty-third and Twenty-fourth Lines:** Leave blank.
- **Abstract Text:** Please provide a 250 word outline of your paper in Tahoma 11 point font in 1½ line spacing.
- **Margins:** 2 cm top, bottom and both sides.
- **Line Spacing:** One-and-a-half line spacing in abstract text.

PLEASE NOTE: *Send only one abstract per email. Please remember to include the completed "2006 IS Summit Abstract Submission Form and Copyright Statement – Paper C" with your abstract.*

Email your abstract as an attachment to **Chair, IS Summit International Advisory Committee** at abstracts@issummit.com with the words "IS SUMMIT 2006 ABSTRACT" in the subject line of the email. Please also indicate in the body of the email your preference of oral or poster presentation.

PLEASE NOTE: **Proposals sent in by fax will not be accepted or without Paper C. Abstracts can only be processed if provided in the format specified above.**

SUBMISSIONS OPEN

Submissions Open on 3 April 2006

Submissions Close on	Paper Abstracts	7 June 2006
	Electronic Abstracts	21 June 2006

Authors will be notified of acceptance or otherwise of their abstract.

