



6TH INTERNATIONAL SECRETARIAL SUMMIT
(3-6 SEPTEMBER 2006)
(GOLD COAST, AUSTRALIA)

2006 CALL FOR ABSTRACTS

Paper Submission Deadline: 7 June 2006
Electronic Submission Deadline: 21 June 2006

DEADLINES

Please note that the deadline for paper submission (7 June 2006) is earlier than the deadline for electronic submission (21 June 2006). These receipt deadlines are final. There can be no exceptions – please do not ask for special consideration. Abstracts received after the deadline will be returned. Abstracts may not be withdrawn. Please send abstracts and related correspondence to:

The Chair
IS Summit International Advisory Committee
P O Box 2498
BROOKSIDE CENTRE, QUEENSLAND, 4053
Australia
Tel: +61 7 3355 0251
Fax: +61 7 3355 0211
Email: abstracts@issummit.com

SUBMISSION METHODS

You may use one of the following submission methods:

1. Electronic Submission – Deadline: 21 June 2006

Complete abstract submissions must be received by **Friday, 21 June 2006, AEST**. If you intend to submit electronically, please refer to Papers A, B, C and D for more information. Please submit in Word format, according to the “Rules for Paper and Electronic Abstract Submission 2006 — Paper B”.

2. Paper Submission – Deadline: 7 June 2006

Complete abstract submissions must be received by **Friday, 7 June 2006, AEST**, to be considered for presentation. It is strongly recommended that authors (particularly those outside Australia) use a courier service to guarantee delivery on or before 7 June 2006. This is a receipt deadline, not a postmark deadline. Faxed submissions will not be accepted. Please refer to Papers A, B, C and D for more information.

3. Additional Abstract Submission

Abstracts may be submitted on clearly photocopied forms, according to the “Sample Abstract” behind Paper B.

PLEASE NOTE: The Australian Institute of Office Professionals is under no obligation to publish any abstract submitted.

For questions regarding abstract submission or notification, contact:

Mrs Leanne Fisher
Chair, IS Summit International Advisory Committee
P O Box 2498
BROOKSIDE CENTRE QLD 4053
Australia
Phone: +61 7 3355 0251 ♦ Fax: +61 7 3355 0211
Email: abstracts@issummit.com



**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.



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.



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

**2006 IS SUMMIT ABSTRACT SUBMISSION
FORM AND COPYRIGHT STATEMENT**

**(UNDER THE SOUTHERN CROSS
6th International Secretarial Summit
3-6 September 2006, Gold Coast, Australia)**

Paper abstracts must be received by **7 June 2006**.
No exceptions will be made.
No faxes will be accepted.
This paper must be completed and submitted with your abstract.

Please **type** information below for the corresponding author (the primary contact person) of the abstract:

NAME: _____
ADDRESS: _____
CITY: _____ STATE/PROVINCE: _____
COUNTRY: _____ POST/ZIP CODE: _____
TELEPHONE: (____) _____ FAX: (____) _____
If outside AUS, please provide country and city codes.
EMAIL ADDRESS: _____
(Fastest form of notification)

MAIL ABSTRACT TO: Chair, IS Summit International Advisory Committee P O Box 2498 BROOKSIDE CENTRE, QUEENSLAND, 4053 Australia Tel: +61 7 3355 0251 Fax: +61 7 3355 0211	OR EMAIL ABSTRACT TO: abstracts@issummit.com
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SELECTION OF 2006 ABSTRACT REVIEW TOPICS

Please refer to the attached list of "2006 Abstract Review Topics — Paper D" which includes a description of each topic and a number of points to be discussed, to assist you in your selection.

Be sure to indicate the relevant number corresponding to the review topic which your abstract addresses.

Abstracts will be reviewed for topic assignment and may be re-assigned if necessary.

Category: _____

Topic No: _____

HOW TO SET OUT YOUR ABSTRACT

Please refer to "Rules for Paper or Electronic Abstract Submission 2006 — Paper B" on how to format and present your abstract.

SPECIAL CONSIDERATION (OPTIONAL)

- Tick box if you prefer a poster presentation over an oral presentation.
- Tick box if you prefer not to be chosen for a poster presentation.
(If you do not score well enough for an oral presentation of your abstract, it may be published in the IS Summit Abstract booklet, unless you tick the box below).
- Tick box if you do not want your abstract published in IS Summit Abstract booklet if not accepted for presentation.

PLEASE NOTE: The Australian Institute of Office Professionals is under no obligation to publish any abstract submitted.

KEY WORDS

Please list up to three (3) words that will be used to index your abstract:

**TYPE ABSTRACT TO FIT WITHIN THE GUIDELINES
(SEE SAMPLE ABSTRACT in "RULES FOR PAPER OR ELECTRONIC ABSTRACT SUBMISSION 2006 — PAPER B")**

Please type information below for the International Association Member responsible for abstract (if different from the corresponding author listed above):	
NAME:	_____
ADDRESS:	_____
CITY:	STATE/PROVINCE: _____
COUNTRY:	POST/ZIP CODE: _____
TELEPHONE:	(____) _____ FAX: (____) _____
If outside AUS, please provide country and city codes.	
EMAIL ADDRESS:	_____
(Required of sponsoring Association Member)	
ASSOCIATION:	_____

ABSTRACT CONDITIONS OF COPYRIGHT

In Brief

An International Association member must sign the abstract form, if the author(s) is/are not members of the appropriate Association. The member's signature certifies the member's understanding of the rules for participation, including:

- (1) All authors approve submitting this abstract for presentation;
- (2) Authors have read the Conditions of Copyright and are in agreement with these Conditions;
- (3) At least one author will be available to present the abstract if selected for the Agenda (Program). If the author(s) is/are not able to present their abstract, they are requested to notify the IS Summit IAC;
- (4) We ask that authors state their position title and the company/organisation they are employed by; and
- (5) The content of the abstract(s) is original or has been appropriately referenced.

PLEASE NOTE:

Please ensure that you complete Page 4 of this Paper and return the fully completed form along with your abstract.

Copyright Statement

I/We the abstract author(s) hereby grant to the Australian Institute of Office Professionals a world-wide, royalty-free, irrevocable and perpetual licence to use and re-publish in both electronic and other mediums this abstract.

No reproduction of this abstract is granted by the author(s) other than pursuant to Sections 40-43, Division 3 of the Australian Copyright Act, 1968.

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International Association _____
Member Signature:

Title: _____

Company Employed By: _____

Date:/...../.....
(day/month/year)

**6TH INTERNATIONAL SECRETARIAL SUMMIT
(3-6 September 2006)****2006 ABSTRACT REVIEW TOPICS****TOPICS on the AGENDA (PROGRAM)**

Abstracts submitted for the topics listed below should generally discuss the topic and include your views, any research undertaken and findings.

DAY 2: PROFESSIONAL DEVELOPMENT**(201) The Office/Administrative Professionals' Skill Shortage — Is it Perceived or Real?**

- (a) The implications for the Office/Administrative Professionals' sector?
- (b) The implications for Office/Administrative Professionals' Associations?
- (c) Personal career implications?
- (d) How can Office/Administrative Professionals earn respect in their field and be taken seriously?

(202) Professional Ethics

- (a) Handling sensitive issues/information in the office.
- (b) Ethical dilemmas.

(203) Recognition of International Compatibility of Professional Qualifications

- (a) Bringing Office/Administrative Professionals up-to-date with their qualifications to further careers. Updating or "new knowledge" courses.
 - (b) Mentoring/Success Planning. There are a lot of younger people who would benefit from the "experienced", i.e. passing on their experiences. The processes/advantages involved in mentoring are beneficial.
 - (c) Create staff development that encompasses Managers and Office/Administrative Professionals, both male and female, to increase membership.
 - (d) Cross-credits and the possibility of a "global (portable) Office/Administrative Professional qualification passport" which offers international credibility.
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**DAY 3: FUTURE DEVELOPMENT
(Technology, the Virtual World)**

(301) Moving With the Times in the 21st Century

- (a) New job opportunities in the next decade.
 - (b) Job titles — Does changing our title from Secretary make us more relevant?
 - (c) Is technological advancement replacing the relevancy of the Office/Administrative Professional?
 - (d) How do we effectively "keep up" with advanced technology?
 - (e) How do we manage time in a fast-paced/information-filled world?
 - (f) Using the Web to advance Office/Administrative Professionals. Creating communities from a distance.
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DAY 4: ASSOCIATION ISSUES

(401) An Ageing Association — *Active Participation of Younger Members/Office Professionals*

- (a) Positioning and visibility of Associations.
- (b) How do we retain and attract Members?
- (c) Developing leadership skills that advance Office/Administrative Professionals and prepare them for further involvement in their Associations.

(402) Proactively Seeking Administrative Support from Corporations and Businesses

- (a) Strengthening relationships between Office/Administrative Professionals and Executives.
- (b) Developing better forms of communication.

(403) Developing the Career-Minded Office/Administrative Professional

- (a) What part can Associations play in this effort?
 - (b) Impression management — Association and personal branding.
 - (c) Positioning and visibility of Associations.
 - (d) The power of image.
 - (e) The "Polished Professional".
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