



Abstract Submission Guidelines

These guidelines will help you to prepare and submit your abstract for LED 2015 using the online submission form.

STEP ONE: Getting your material together

Start to prepare the information required for the abstract submission. This includes details of your submission, the title, abstract summary and full abstract of the presentation, names and contact details for yourself and any authors and presenters.

Download and complete the submission template form, found on the [conference website](#).

Symposium submissions: To submit a symposium, you will need the details of the symposium (title and abstract summary) as well as the details of each paper which will form part of the symposium. This includes the title and abstract summary of each paper.

Macrons and other special characters: Please include macrons or other special characters in the submission template form. Font should be in Times New Roman Māori or alternative macron identifying font.

Conference handbook: A handbook will be produced for the conference which will contain the title, abstract summary of your presentation, full name, organisation and email address of presenters.

STEP TWO: Creating a profile

You can set up your profile at any time. The system allows you to save and exit at any stage, providing you the opportunity to complete your submission at a later point. **Remember to make a note of the email address and password that you entered when creating your profile.** You will need these to login to your account at a later date.

The profile that a submission is listed under will be identified as the main contact person for the submission. The main contact person will receive all communications relating to the submission and it is their responsibility to forward onto any co-presenters.

Once you save your profile, you will be directed to an overview page where you can enter your submission(s) up until **11:59pm 15 February 2015, NZ time**.

STEP THREE: Entering your submission details

From the overview page, by clicking on "New submission" you will be taken to the next screen where you are required to add your submission details.

- **Primary presentation Strand.** Select from the options available.
- **Author / Presenter Type.** Select from the following options: Presenting author (lead); Co-presenting author; Non-presenting author; Symposium Chair, Discussant.
- **Secondary presentation Strand.** This is an optional field; please use this if you have another strand that your paper relates to.
- **Additional Authors / Presenters**
Create a profile for all additional authors and presenters.
- **Presentation title (15 word limit):** The title should be brief, reflecting the important aspects of the presentation. It should be no more than 15 words long, including a subtitle, and be written all in lower case except the first letter of the title and the first letter of proper nouns. *For Symposium, this is the overall title of the symposium.*

- **Submission Categories:** select the format of presentation.
 - **Symposium (short)** 1.5 hours with 3 contributors.
 - **Symposium (long)** 3 hours with a minimum of 5-6 contributors.
 - **Symposium (invited)** (prior invitation only).
 - **Paper** 25 minutes, with 5 minutes for questions/responses.
 - **Poster session** - To be displayed at designated times throughout the conference.
- **Abstract Submission Details**
 - Symposium Abstract (300 words / 2100 characters maximum)
 - Symposium Contributor – abstract summary (150 words / 1600 characters maximum)
 - Paper/Poster abstract summary (150 words / 1600 characters maximum)
 - Paper/Poster abstract full (300 words / 2100 characters maximum)
- **Sector (1st Choice).** Select from the options available.
- **Sector (2nd choice).** This is an optional field; please only use this if you have another sector
- **Presentation Topic Area** (50 characters max) - For example: Bilingual/immersion (Indigenous language education; Dual Language Education; Sheltered English) English Teaching (TESL; TEFL; SLA) Language policy (National language policies; Cross-national language policies (e.g. EU); language assessment) Literacy (critical literacy; adult literacy; family literacy).
- **Regional or area context** - If your study is in relation to a particular country or geographical area, please specify this.
- **Upload Abstract as WORD document.** You will be able to browse to your document from this field.
- **Availability to present.** We will use this for timetabling, please select the dates you are available to present.

Abstract summary (150 word limit): The summary is what will be printed in the conference handbook. The Programme Subcommittee reserves the right to ask presenters to make changes to abstracts in order to meet language or other requirements or to edit abstract summaries.

Full abstract (300 word limit): The full abstract is what will be reviewed in a double-blind peer-reviewed process. In general, it should state the aim of the research, the methodology or process used, any theoretical foundations that underpin it, major results and conclusions, where appropriate. It should not include experimental details, data, figures, tables or references.

Special characters – upload file: If your summary or full abstract contains special characters for example macrons, using the template form provided upload your abstract details. The following file types are accepted: .pdf, .doc, .docx, .txt and .rtf.

Symposium upload: Using the template form provided, upload the symposium title, symposium summary, presentation title and summary abstract for each paper contributing to the symposium. The following file types are accepted: .pdf, .doc, .docx, .txt and .rtf.

Save & Continue Later or Save & Submit

Don't worry if you do not have the final version of your submission right now. You will have the ability to log in and amend your details right up until the deadline for abstract submission on 15 February 2015. After this date, your submission will not be able to be edited and will be sent for review for inclusion in the programme.

- **'Save & Continue Later'** - select this option If you would like to return to your submission at a later stage to make any changes.
- **'Save & Submit'** - select this option once you are happy that your submission is complete.
Note: you will NOT be able to edit your submission once the **'Save & Submit' option is selected.**

STEP FOUR: Confirmation of your submission

By clicking on 'Save & Submit' this will finalise your submission. You will be sent a confirmation email acknowledging that your submission has been completed in the system. Click on LOGOUT to exit the online form and return to the Dash Board.

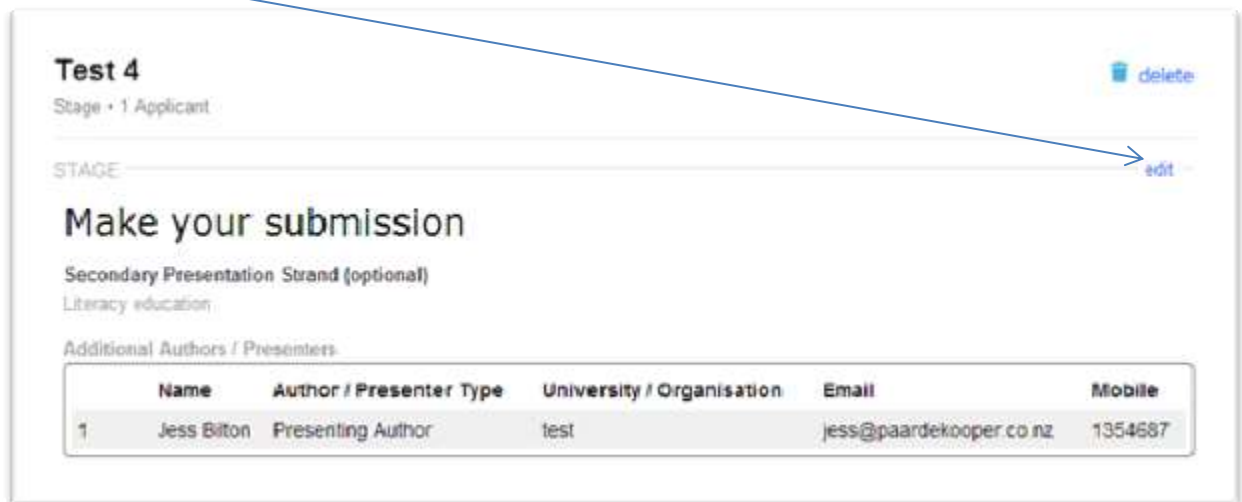
Editing your submission.

To edit your submission, [click here](#) and login as an existing user by entering your email address and password created under your profile. You will be directed to your Dashboard page which will list all of your submissions. Edits can be made by selecting your submission and clicking on the blue [edit](#) icon.

Note, by clicking on the button 'Save and Continue Later' does not complete the submission process. You must click on 'Save & Submit' to finalise and complete the process.

Example of an incomplete submission.

Select the blue [edit](#) icon to amend your submission.



The screenshot shows a submission form titled 'Test 4' with the subtitle 'Stage • 1 Applicant'. In the top right corner, there is a 'delete' button. Below the title, there is a 'STAGE' section with an 'edit' button. The main heading is 'Make your submission'. Below this, there are sections for 'Secondary Presentation Strand (optional)' with the text 'Literacy education', and 'Additional Authors / Presenters'. A table lists one author:

	Name	Author / Presenter Type	University / Organisation	Email	Mobile
1	Jess Bilton	Presenting Author	test	jess@paardekooper.co.nz	1354687

Need help?

If you need more information please check the conference website or contact the conference organisers:

[Paardekooper and Associates](#)

Attention: Hayley Larsen
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Phone: +64 4 562 8259
Email: led@paardekooper.co.nz
Website: www.led.ac.nz

