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| **C:\Users\events\Downloads\AACMA-logo-since-1973-RGB-colour.png** | **AACMAC MELBOURNE 2019****Australasian Acupuncture & Chinese Medicine Annual Conference****17-19 May 2019, Pullman Melbourne on the Park, Melbourne, Australia** |

**ABSTRACT SUBMISSION FORM – COMPLETE IN ENGLISH**

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| **TYPE OF PRESENTATION** | **[ ]**  | Lecture | **[ ]**  | Workshop | **NOTE: THE PRESENTATION LANGUAGE IS ENGLISH** |

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| **PRESENTER INFORMATION – IN ENGLISH** | Have you registered for the conference? | **[ ]**  | Yes | **[ ]**  | No |
| TITLE | [ ] Prof [ ] Dr [ ] Mr [ ] Ms [ ] Mrs [ ] Miss | FAMILY NAME |       | GIVEN NAME |       |
| ORGANISATION |       | POSITION  |       |
| PHONE |       | FAX |       | EMAIL |       |
| Do you agree to having your email address published in the Book of Abstracts? | [ ]  | Yes | [ ]  | No |
| ADDRESS |       |
| SUBURB/TOWN/CITY |       | STATE |       | POSTCODE/ZIP |       |
| COUNTRY |       | NAME IN CHINESE (if applicable)  |       |

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| **ABSTRACT TITLE – IN ENGLISH – Times New Roman 12 point (Sentence case – Initial letter of first word capitalised, capitals only for acronyms and proper nouns)** |
|       |
| **ABSTRACT AUTHOR(S) – IN ENGLISH – Times New Roman 12 point - FAMILY NAME (capitals), Given Name (initial capitals; principal author listed first; semi-colons between multiple authors)** |
|       |
| **PRESENTATION DURATION:** [ ]  45 MINUTES (Recommended for lectures) [ ]  90 MINUTES (Recommended for workshops) [ ]  OTHERS        |
| **TEXT – IN ENGLISH – Times New Roman 12 point - Maximum 250 words (Please refer to the Guidelines for Abstracts on the following page.)**  |
|       |
| **PRESENTER BIO – Times New Roman 12 point - Maximum 75 words (Please include a short bio about the presenting author.)** |
|       |
| **Do you want this abstract to be peer reviewed?** Peer reviewed abstracts will be published in the Australian Journal of Acupuncture and Chinese Medicine.Please note that this is not a condition of submission.Refer to the Abstract Submission Guidelines for further information. | [ ]  | Yes | [ ]  | No |

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| **ADDRESS FOR SUBMISSION** |  **DEADLINE FOR SUBMISSION: 1 February 2019** |
| **BY MAIL** | **BY EMAIL** |  |
| AACMAC MELBOURNE 2019PO Box 1635COORPAROO DC QLD 4151AUSTRALIA  | events@acupuncture.org.au |  |
|  | **ENQUIRIES** |
|  |  |
| **PHONE:** +61 7 3457 1800 | **WEBSITE:** [www.acupuncture.org.au](http://www.acupuncture.org.au) |

**Abstract Submission Guidelines – Note Option for Peer Review of Abstract**

To submit an abstract for consideration please follow the instructions below.

**Language** Abstracts must be typed in English in Times New Roman 12 point.

**Abstract form** Abstracts must be submitted electronically on the Abstract Submission Form. An electronic copy of the Abstract Submission Form can be downloaded from the conference website <https://www.aacmac.org.au/abstracts/>

**Presenter information** Personal details of the person presenting the paper must be completed. The presenter must register for the conference and pay the delegate fee before, or at the time of, submitting the abstract.

**Title** To be typed in sentence case (First word initial Capital, capitals only for acronyms and first letter of a proper noun).

**Author(s)**

To be typed with family name (in capitals) first, followed by given name(s). If there is more than one author, the names are to be separated by a semi-colon. The name of the principal author is to be listed first. Do not include qualifications or professional titles. Organisational links may be listed.

**Text layout**

The text of the abstract must be typed in Times New Roman 12 point, single line-spacing, in the space provided on the Abstract Submission Form. It should fit into the box on the Abstract Submission Form and should not exceed 250 words. All acu-points and meridians must be named according to the Standard Acupuncture Point Locations (World Health Organization Western Pacific Regional Office, 2008) or Standard Acupuncture Nomenclature, Parts 1 & 2 (World Health Organization. 1991: revised edition).

**Content of abstracts**

For abstracts of reports on research, including clinical trials, the following should be included: general description/Objectives; methods; results; conclusion/commentary. Other abstracts should clearly indicate the structure of the proposed presentation.

**Presenter bio**

A short bio of the presenter needs to be included on the abstract form (maximum 75 words).

**Lectures and workshops**

The following resources will be available for oral presentations and workshops: laptop with MS PowerPoint software, data projector and screen. If a DVD or visual presentation is proposed, this must be specified on the Abstract Submission Form.

**Submitting an abstract**

Abstracts are to be submitted by email on the electronic form. Handwritten abstracts will not be accepted.

**Deadline for submission**

The deadline for submitting an abstract is 1 February 2019 however presenters are encouraged to submit abstracts as early as possible as session times are limited and subject to availability.

**Peer review process**

AACMA offers all presenters the opportunity to have their submitted abstracts peer reviewed. Successful peer reviewed abstracts will be published in the Australian Journal of Acupuncture and Chinese Medicine. The peer review process is not a requirement for abstract submission. Academics and researchers submitting abstracts are encouraged to select this option. The award for Best Research Paper will be limited to presenters whose abstracts have been through the peer review process.

**Acceptance of abstract**

Abstracts that fulfil the above requirements will be considered. Due consideration will be given to originality and quality. Notification will be sent to the presenting author in relation to acceptance and presentation as soon as possible. Presenters will be notified of the likely scheduled time of their presentation by 4 Feb 2019. The decision of the AACMAC 2019 Academic Committee is final in relation to acceptance or rejection of presentations, and the form and time of presentations.

**Publication**

Successful abstracts will be published in the AACMAC Melbourne 2019 Book of Abstracts.

**Conditions**

Abstracts, oral presentations, and workshops must not contain any kind of advertising. Individuals and organisations wishing to advertise at the conference should refer to the conference prospectus document which is available from the conference website [www.aacmac.org.au](http://www.aacmac.org.au)

**Please note**

* Abstracts must be the author’s own work.
* Abstracts that do not include sufficient data may be rejected.
* The Academic Committee reserves the right to allocate abstracts into sessions as they see fit in accordance with the overall program objectives.
* If successful, you will be required to confirm your acceptance of the invitation and register to attend the conference (if not already registered).
* The invitation to submit an abstract does not constitute an offer to pay travel, accommodation or registration costs associated with the conference. Similarly, no speaker fee is paid to successful participants. All speakers must register for the conference.
* Speakers with accepted abstracts will receive 10% off discount on both the registration fee and Saturday night social function ticket. Speakers who had completed payment in full before the abstract acceptance will receive a speaker rebate of the 10% registration amount as credits for future use. The speaker discount cannot be combined with other discounts on the conference registration.