

How to complete the submission form

Call for Speakers 2021



1. Click the submission link

- Click on the submission link. It can be found on the website, also you can find the link [here](#).
- The person who submits the form will be noted as the logistics contact from your organisation who will co-ordinate the presentation in the run-up to the event.

2. Seminar Details

- Provide as much depth as possible and use the full word limit
- Ensure that the title of the session clearly shows what the session will cover and ensure the title highlights the benefits of the session for the audience.
- Provide an interesting, engaging and informative outline of the session.

3. Speaker Details

- Full contact details are required for the speakers. If you do not provide direct contact details for the speaker/s it will be assumed that the speaker has not consented to participate and the submission will not be considered.
- We will not accept changes to speakers once the submission has been accepted.
- We will contact the speaker directly if the submission is successful.

4. Additional Details

- This information will help us to market your seminar if successful

Please note:

If you are making a submission on behalf of a speaker, please ensure that you have checked that the speaker/s is/are available before you make the submission. We will contact the speakers directly as soon as a submission has been successful. If the proposed speaker is not available you will not be able to submit a replacement.

If you make a submission we assume that the speaker is available to participate.