FSRACA Conference 2023
Submission instructions & guidelines

Please read the following instructions on **how to prepare and submit your submission** for FSRACA 2023.

PLEASE NOTE: Any submissions submitted outside of the portal will not be accepted. Only submissions via the online portal will be accepted and reviewed.

Accessing the portal

Click on the link to access the submission site:

If this is your first time submitting for FSRACA 2023, you will need to create a profile.
To create a profile, click on '**Log in**' button at the top of the screen and then click on '**Need to create a new account?**'

This will prompt you to enter your *First name, Last name, Email address* and *Create a password* for your account. Once complete click on the '**Create**' button.
You will then be taken into the portal where you may submit and withdraw any of your submission(s).

*If you have already created a profile, log in via the '**log in**' button at the top of the screen.*

Key dates

- Submission portal is now open**.**
- The submission portal will close at **11:59 PM Friday 31 March 2023 (AEDT).**
- Submitting authors will be notified *by 14 April* **2023**. All communications about your submission(s) will be sent to the email address in your profile.

Make a submission

The online portal offers a text-based submission form where you will be required to enter the information, such as Title, Author, Abstract Details, etc.

Submitting is a multi-step process:
1. Ensure that you have a copy of your submission on hand so that you can copy/paste the information easily into the text-based submission form fields.
2. Your submission is to be no more than 250 words.

STEP 1
Confirm the following items for your submission
   a) **Author details**
   You are required to enter the contact details of the submitting author.

   b) **Short Biography**
   Please enter a narrative biography of 100 words, the bio should be a description of the author's educational and professional background

STEP 2
   a) **Presentation Type**

   Oral Presentation or ePoster.

   b) **Submission Title**

   The title should be as brief as possible but long enough to clearly indicate the nature of the submission. Title must be in sentence case.

   c) **Background**

   d) **Objective / Problem Statement**

   e) **Procedure / Methods**

   f) **Results / Discussion**

   g) **Key Learning Outcomes**

   h) **Conclusion**

STEP 3
Once complete you will be taken to a summary page to review all the details you have entered.
If you are happy with the information, you may then click on the submit button at the bottom of the page. The next screen will confirm your submission has been received.

You will be sent a confirmation email with your submission confirmation number.

Withdrawing a submission

If you would like to withdraw your submission, please log into the portal and click on '**My submissions**'.

A '**Withdraw**' button can be found next to your submission. Once you confirm, your paper will be withdrawn from being reviewed. This will also remove it from your portal.

2023 FSRACA NATIONAL CONFERENCE

9–11 AUGUST 2023
CENTREPIECE AT
MELBOURNE PARK, VICTORIA

OUR TEAMS KICKING GOALS

My Submissions

These are your submissions.

Search for submission…

My FSRACA 2023 Abstract Submission

Julia Nash
Confirmation Number: L0YDNX496R
Date Submitted: 03/08/2023

Withdraw

Privacy Policy