**ALARA Australasian Conference 2024**

**PRESENTATION PROPOSAL SUBMISSION FORM**

ALARA supports action research, action learning and participatory practice in a range of disciplines, including in health, education, business, community and international development, systems, and in cross-disciplinary forms. You invited to submit a proposal related to these or other disciplines and contribute to our learning community in the conference program.

Please provide the details of the author(s) involved, indicating who will present.

***FIRST AUTHOR***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Title: |  | | Initials: |  | Given Name: | |  |
| Family Name: |  | | | | | | |
| Institution: |  | | | | | | |
| Department: |  | | | | | | |
| Postal address: |  | | | | | | |
| Country: |  | | | | Telephone: | |  |
| E-mail: |  | | | | | | |
| Presenter: |  | Please place **X** if attending and presenting | | | |

***SECOND AUTHOR***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Title: |  | | Initials: |  | Given Name: | |  |
| Family Name: |  | | | | | | |
| Institution: |  | | | | | | |
| Department: |  | | | | | | |
| Postal address: |  | | | | | | |
| Country: |  | | | | Telephone: | |  |
| E-mail: |  | | | | | | |
| Presenter: |  | Please place **X** if attending and presenting | | | |

***THIRD AUTHOR***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Title: |  | | Initials: |  | Given Name: | |  |
| Family Name: |  | | | | | | |
| Institution: |  | | | | | | |
| Department: |  | | | | | | |
| Postal address: |  | | | | | | |
| Country: |  | | | | Telephone: | |  |
| E-mail: |  | | | | | | |
| Presenter: |  | Please place **X** if attending and presenting | | | |

Copy and add more author detail tables if more than three authors.

By submitting this form, the authors understand and agree that the submission will receive a review before being accepted, and that all costs relating to travel, accommodation and attendance at the conference are the responsibility of the authors. No payment will be made to a presenter for presenting.

ALARA and UTS will coordinate the Conference in Sydney. Participants may attend:

* In person at UTS in Sydney
* Virtually from their own homes or offices
* Virtually in small groups from a location not at the main Conference location in Sydney

Presenters can deliver their presentation from any of the connected locations. Part of the audience may not be in a single location and not in the same room as the presenter. Participants not in the main Conference location are responsible for their own technology and internet connection.

Presenters must indicate in this submission:

1. Location from which the presenter will present;
2. Type of Conference contribution;
3. How the presenter will actively engage the audience when the members are located in several dispersed locations;
4. Details of the presentation; and
5. Short abstract.

**1. Location of Presentation:**

Please indicate from where you will be making your presentation by marking the appropriate block with an “X” and completing the details where appropriate.

|  |  |
| --- | --- |
| **Sydney in Conference venue.** Please indicate in the presentation description (3 below) what technology you will require for your presentation. |  |
| **In a location with a small group that I am attending.** Please specify the city / country and who is organising this location. |  |
| **On my own in my own home / office.** Please specify the city / country. |  |

**2. Type of Conference Contribution:**

Select the type of presentation you plan to make by marking the appropriate block with an “X”.

|  |  |
| --- | --- |
| **Paper presentation:** A 30-minute presentation including at least 10 minutes for audience interaction. The program will group presentations together in logical themes where possible. |  |
| **Workshop:** A workshop is an interactive session designed to ensure audience participation through activities intended to share the knowledge created by the research in question. (total of 85 minutes) |  |
| **Poster presentation:** Graphic displays of AL/AR projects, both in progress and completed which will allow the delegates to engage in dialogue with the researcher(s). The program will include a specific time for viewing of all posters, but the posters will be on display throughout the conference. |  |
| **Artistic display:** Music, visual art, drama, dance events or pre-recorded video that highlight issues relevant to the conference theme are all welcome. The program will include these displays where appropriate (maximum of 30 minutes). |  |
| **Other: e.g. Keynote; World Café:** The conference committee is open to other types of submissions. Please indicate the type of submission and estimated time length below: |  |

**3. How the presenter will actively engage the audience:**

1. What type of presentation will you be delivering?

|  |
| --- |
|  |

1. Please explain how you will make your presentation to ensure the active participation of the audiences in all locations that are present during your session. Please address the fact that some of the audience may be directly in front of you, while others may be in many locations participating remotely. **NOTE:** the audience expects participation and involvement. Please be clear about the way in which you will engage the audience.

|  |
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|  |

**4. Details of the presentation:**

On the next four pages, there are a series of headings relating to each of the four types of standard conference contributions. Select the page with the type of conference contribution you wish to deliver and enter the relevant information for your contribution including an abstract (you can delete the other three pages if you wish).

Do not include a copy of a research or journal paper with this submission. If you are interested in publishing your paper, then you will be able to submit it to the ALAR journal, where we hope to publish a special conference edition.

Once completed, send the entire document to [admin@alarassociation.org](mailto:admin@alarassociation.org).

**PAPER PRESENTATION:**

**Title:** (no more than 20 words)

**Keywords:**

**Abstract of 250 to 300 words:**

*Please include study background, methods used, results if any and conclusions.*

**Technology required if presenting at main Conference:**

**POSTER PRESENTATION:**

**Title:** (no more than 20 words)

**Keywords:**

**Abstract of 250 to 300 words:**

*Please include study background, methods used, results if any and conclusions.*

**Poster size:** (note A2 minimum)

**WORKSHOP:**

**Title:** (no more than 20 words)

**Keywords:**

**Summary of workshop of 250 to 300 words, including:**

**Purpose of workshop:**

**What you will do:**

**How participants will be involved:**

**What participants will learn:**

**Technology required if presenting at main Conference:**

**ARTISTIC DISPLAY:**

**Title:** (no more than 20 words)

**Summary of artistic display, including:**

**Type of display:**

**Purpose of display:**

**Also indicate the logistical arrangements (time - max 30 mins; space, etc.):**

**Technology required if presenting at main Conference:**