



INTERNATIONAL ASSOCIATION OF APPLIED NEUROSCIENCE

Dear Colleagues,

As you will probably be aware, the IAAN will be holding its **1st Annual IAAN Conference in Sydney, Australia 22 - 24 May 2019** at the Portside Conference Centre, 207 Kent St., located right at Sydney Harbour.

The conference will provide an exciting opportunity for clinicians, psychotherapists, teachers, students and other professionals to share their knowledge and interest in the application of neuroscience to their fields of practice. The conference already has a range of stimulating international keynote speakers lined up, including Dr John Arden from the USA.

Additionally, Dr John Arden will be running a pre-conference workshop on 21st May at the same venue, which we hope you will be able to attend. John is the author of 15 books (translated into 20 languages). John will be covering a range of topics, as well as those in his latest book which will include psychoneuroimmunology and epigenetics, combining it with the neuroscience of emotional, interpersonal, cognitive and dynamic therapies to offer an integrated vision of psychotherapy.

Invitation to IAAN members and colleagues to contribute

On behalf of the IAAN Conference Committee we officially invite you to participate and actively contribute to the conference. You may do so by making a submission for an oral presentation or a workshop.

Key Dates

Abstract and Workshop submissions close on **17 March 2019**
Outcomes will be notified by **08 April 2019**

Abstract Submissions will be reviewed by the IAAN Conference Committee. All applicants will be notified whether their abstract was

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accepted or not via the email address supplied. Acceptance is based on a number of factors including scientific and practical merit.

Please notify us of any change in email address.

If you have not received a response to your application by the relevant date, contact conference@iaan.com.au or call +61 491 073 689. It is your responsibility to notify IAAN in the unlikely event that your application was not received.

Abstract Submission Guidelines

Applications must specify whether they wish to present:

- A 30 minute paper (20 minute presentation/10 minutes questions time)
- A 90 minute workshop

- Abstracts are to be submitted in MS Word documents via email to conference@iaan.com.au
- The abstract summary must provide a succinct overview of your presentation. Abstracts are limited to 250 words (without title, authors and learning objectives)
- Abstracts for workshops must include the goals, objectives and learning outcomes and how you will achieve this.
- Abstracts must also include:
 1. Your full name (as you would like to appear with any title e.g. Dr) and your current email address/es
 2. A brief (200 word) biography of each presenter
 3. Your current qualifications in abbreviated form e.g. BSc (please omit any full stops)
 4. A good quality high resolution head-shot photograph (preferably smiling)
 5. Names of all others who contributed to the project

Define all abbreviations and concepts in your abstract at first use. Abstracts should represent original work. This does not preclude the use of data that has been previously submitted; however, some aspect of the abstract should be unique.

Presentations involving current patients forming part of presentations should be entirely de-identified.

Note that the abstract becomes the copyright of IAAN, and will appear in the Conference Program in written and/or electronic form, on the conference website and/or in any conference proceedings or related publications.

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Please ensure the following before submitting an abstract:

- All authors are aware that their name will appear on the abstract and associated publications and all authors agree to the submission and presentation
- All copyright issues are resolved by all authors before submission.

Note: Presenting authors for oral, and workshop presentations are required to register for the conference and pay the full/applicable fee.

Oral Presentation Guidelines

- Presentations must be submitted in advance of the oral presentation by email to conference@iaan.com.au
- Bring one copy of your presentation to the conference on a USB media storage device. This copy is to be used as a backup by you and the conference organisers if required.
- Conference organisers will load all presentations on conference computers. Presenters will NOT be allowed to use their own laptop computers. Apple computers will NOT be available.
- All presenters will be given the opportunity to check their presentations on-site, before their presentation time. You are encouraged to review your presentation at least 24 hours before your scheduled presentation, especially if it has any special or technically complex elements.
- Remember your presentation is limited to 20 minutes plus 10 minutes for questions. You will not be able to extend your time if you have technical problems during your talk.
- You might find the following site helpful in answering your PowerPoint questions: support.office.com.

Workshop Guidelines

- Workshops will have a substantial practical element that is interactive and facilitates active learning, such as discussion, activities, small group role plays.
- The workshop must include practical material such as "how to" guides and vignettes.
- Workshops will be of 90 minutes duration including a minimum of 30 minutes of activity and discussion.

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- In your submission please add information about the proposed format, included activities (with time allocated) and roles of each presenter (maximum of 3).
- Please include in your submission the goals, objectives and learning outcomes of your presentation and how you will achieve this.

At the Conference

1. Register upon arrival at the conference desk.
2. Check your presentation with the IT help person at least 24 hours prior to your session.
3. Arrive at your session 30 minutes prior to the beginning of the SESSION (not your presentation). Become familiar with the room and with the operation of the 'forward' button for your PowerPoint presentation.
4. Each session room will be equipped with a PC laptop computer.
5. Presentations are limited to 20 minutes plus 10 minutes for questions. The moderator will be stopping talks on time.

Presentation Tips

- Practice your time - remember when you are overtime you are taking from other people's presentations. Leave time for a few questions
- Structure the talk - e.g., include background, research question, methods, results, discussion/conclusions and limitations/future research slides.
- Think about your audience – they will not be experts in your favourite multivariable methods, but at the same time they will not be ignorant about common basic issues about disorders/pathology.
- Take care with tables for slides – cutting and pasting from a Word or PDF file may produce tables that appear crowded and unreadable in PowerPoint.
- Figures are good (a picture tells a 1000 words) but keep them simple and explain them to your audience.
- Font sizes need to be large – can it be read from the back of a room?
- Respond to questions thoughtfully rather than defensively.

IAAN Conference Committee, December 2018

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