

## Guidelines for Conference call for papers | 2014 National Visual Arts Educators Conference

### Deadline for Submissions: Friday 8 November 2013

Authors may submit up to two abstracts. Submission of abstracts does not guarantee inclusion on the conference program. Submissions will consist of:

- Title and précis of the abstract (max 60 words)
- Abstract describing the subject of the presentation (max 200 words) - Note the maximum length of the presentation is 20 min
- Biography (max 100 words)

Please note the following:

- An abstract can be presented at the conference by one or more presenting authors
- Authors are requested to submit their abstract via email in English, using Arial font, in 10 point, with single spacing and the use of references should be limited
- All submissions should be sent to: [NVAEC@nga.gov.au](mailto:NVAEC@nga.gov.au)
- Please identify if your submission is for a paper (20 min) or a showcase session (10min)
- It will be the presenter's responsibility to obtain the appropriate copyright permission for materials used in their presentations
- Abstracts will be progressively reviewed by the selection committee and acceptance notified no later than **Monday 18 November 2013**
- Authors, with accepted abstracts, are required to register and pay for attendance at the conference by **Sunday 15 December 2013** to ensure inclusion in the conference program
- Completion of the submission form confirms the author's permission to publish the abstract on the conference website [www.nga.gov.au/NVAEC/2014](http://www.nga.gov.au/NVAEC/2014) and include in full or edited versions in related conference material.
- Early bird registrations close on **Sunday 15 December 2013**
- **Please note:** The conference is limited to 240 delegates. To avoid disappointment, it is recommended that people register early
- Presenting authors are required to submit a final digital copy of the presentation via Hightail ([www.hightail.com](http://www.hightail.com)) by **Friday 10 January 2014**
- Presenting authors are responsible for presentation expenses - handouts and personal expenses such as travel, hotel and conference registration fees
- Standard audio visual equipment - a screen, microphone and LCD projector - will be provided. Please identify any other technical requirements in your abstract.