

## Workshop submission and acceptance guidelines

A 120-minute workshop is aimed at engaging the audience and collaboratively working around a specific theme. In a workshop, the facilitators work with the audience rather than as experts or thought leaders. Workshops are optional.

### Maximum of 3 pages in length including references (if any).

- A workshop is aimed at engaging the audience and collaborative work around a specific theme.
- Workshop submissions typically features 2-5 organisers.
- Workshop submissions must include a general description of the topic proposed with the appropriate headings.
- Brief biographies of the workshop presenters and organisers as well as their specific contributions to the workshop must be provided.
- Delivery of workshop will be entirely online. The Events Team at AIDH will work with you, offering solutions, suggestions and technologies to help adapt your workshop for virtual delivery.

### Formatting your workshop submission:

- All submissions must use the one-column format provided in the template.
- All submissions must be formatted to A4 page size as provided in the template.
- The only accepted font style is Times New Roman. Please adhere to the font sizes as shown in the template.
- All text must be fully justified within the one-column format. The column formatting on the template must not be modified.
- Full names of all authors and their affiliations including city, state, and country are to be included in the document as set out in the template. Professional titles and degrees are not to be listed for authors.
- **All submissions must be uploaded as a PDF document.**

### Language

The official language for NI 2021 is English. All submissions must be in English. Submissions in any other language will be rejected without review. Authors are responsible for appropriate grammar, spelling, and punctuation in their submissions. Non-native English speakers are advised to consider employing the services of a professional editor or request review and editing from colleagues.

**Please understand that accepted workshop speakers must purchase a speaker registration to be confirmed on the NI 2021 program.**

## Workshop submission terms and conditions

By submitting a workshop presentation, you agree to the following terms and conditions:

- + All workshop submissions must meet the format requirements specified by the Conference Organisers.
- + The Conference Organisers reserves the right to refuse material that does not meet requirements or is deemed inappropriate in either content or size.
- + Required documents must be submitted online. Submissions will not be accepted in hard copy format or by fax.
- + Submission acceptances will be advised in the week of **7 June 2021** and final resubmissions are due **Friday 25 June 2021**.
- + Details of the required format for final submissions will be sent to presenters with notification of submission acceptance.
- + Accepted authors must pay and register for the Conference **by Friday 21 June 2021**. Failure to register will result in the submission being withdrawn.
- + The Conference Organisers reserve the right to publish all submitted proposals via conference proceedings/conference app or other channels.
- + For all accepted academic/scientific presentations (excludes posters), the abstract will appear on the virtual conference platform.
- + You give AIDH permission to publish a PDF of your slides on Digital Health TV. If you require modifications to your slides i.e. do not want particular slides published, it is your responsibility to email AIDH and advise of the changes you would like to make.
- + The speaker grants permission to AIDH for a live stream to be made available to media, conference attendees and AIDH members.
- + The speaker grants permission to AIDH to include the presentation (slides and recording) in their content on demand program for our virtual delegates. By granting permission, you understand you will receive no financial or other compensation for doing so, the video will become the property of AIDH in perpetuity to use only in the manner described above, the logo of the company sponsoring the event may be included at the start of the final edited version of the video, and that the AIDH logo may be watermarked over the length of the video. If you are accepted for a presentation or poster your name, job title, organisation name, photo and biography will be included in the conference app.
- + Submissions will be regarded as acceptance of these conditions.
- + **Registration:** Accepted submissions must confirm their acceptance by purchasing a speaker registration to attend the conference. Speakers receive the cheapest registration available for NI.