

Stormwater, Environment & Technology National Conference 2024 Call for Abstracts

On behalf of the SET 2024 Conference committee, you are invited to submit your abstract the **SET 2024 National Conference**.

KEY DATES

- Abstract submissions close: **Tuesday 23 April 2024 11:59 PM AEST**
- Authors notified: **Tuesday 24 May 2024**
- Accepted authors to accept and to be registered: **Thursday 4 July 2024**
- SET 2024 National Conference in Brisbane: **8 – 10 October 2024**

Please read the following information on how to use the online abstract submission system to register your details, submit, edit, or withdraw an abstract for the SET 2024 National Conference.

PLEASE NOTE BEFORE YOU SUBMIT

- Read though this entire document before proceeding.
- Presentations must comply with the Conference Code of Conduct or the Session Chair may terminate it without recourse.
- All submissions must be made via the online portal.
- Ensure ALL authors/presenters are aware of, and agree with, the abstract details as well as the submission terms and conditions.

Important Information

PRESENTATION TYPE

For each abstract, you must indicate the presentation format for which it is being submitted from the following options.

1. **Oral presentation** – an oral presentation, using PowerPoint slides, presented by one nominated author. Presentations will be 15 minutes, consisting of 12 minutes presentation and 3 minutes of questions from the audience.
2. **Poster** - authors will have the opportunity to have their Poster in the Exhibition Hall for the entire duration of the Conference for delegates to view.
3. **Either oral or poster**

ABSTRACT SUBMISSION CONTENT GUIDELINES

To assist the committee in deciding if your abstract submission is selected for the final conference program, please adhere to the following guidelines:

- Submissions should be no longer than **400 words** (excluding title and other contact details).
- Abstracts and presentations must comply with the code of conduct.
- All abstracts must be submitted in English.

NOTIFICATION OF ACCEPTANCE

People who have submitted an abstract will be notified of acceptance or otherwise via email by **Tuesday 30 April 2024**. The decision of abstract acceptance is at the discretion of the committee.

REGISTRATION

Accepted authors are required to register for the conference by **Thursday 4 July 2024**. Additional information and instructions will be sent to accepted authors. If you do not register by the due date, your presentation may be withdrawn from the program.

IMPORTANT INFORMATION

- Please immediately notify the Committee if you are unable to present or if there is a change the presenting author.
- The author is responsible for the accuracy of the abstract.
- Do not include references in your abstract.
- All presenters of accepted submissions are expected to register and pay to access the Conference.
- The acceptance of an abstract does not imply provision of travel, accommodation or registration for the Conference, nor any other costs associated with preparation, presentation of the oral or poster, or any costs associated with attendance at the Conference.
- All abstracts are reviewed by members of the Committee. The Committee's decision is final.
- By submitting your abstract, you agree to have your abstract (if accepted) published on the Conference website, Conference app and in printed material.
- If you have any commercial interests or associations that might pose a conflict of interest regarding the submission, they must be declared. If accepted for presentation, the commercial interest or association must be declared on the title slide or the slide immediately following the title slide.
- You give Stormwater Australia and Think Business Events permission to film or photograph your presentation at the Conference.

THEMES

Using the online abstract submission form authors will be able to **select one** of the following themes that best fits their submission.

- Policy/Legislation
- Planning
- Integrated Water Management
- Climate Change/UN Sustainability Goals
- Ecological Outcomes
- Legal Outcomes
- Economics/Alternate Market based mechanisms
- Proprietary Products
- AI/IoT/Technology advancements
- Community Education/Consultation/Collaboration
- Asset Maintenance
- Water in Traditional Cultures/Cultural significance of Water
- Emerging Leaders
- Case Studies
- Other (please specify)

Online Submission Instructions

Abstracts must be submitted via the online abstract submission portal.

The online form will require you to submit your abstract in two parts:

- Register as a user and then add authors/presenters.
- submit the abstract information – by completing the fields.

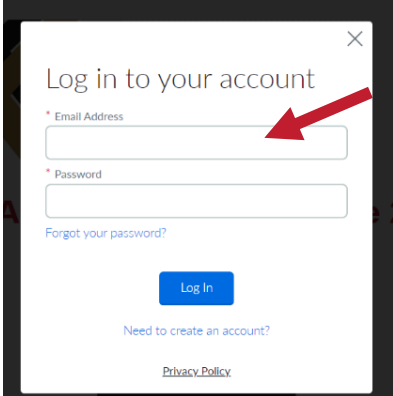
STEP 1: Log in or create a profile

To get started, please select the **'log in'** button at the top corner of the screen. Here you will be asked to log in with an existing profile, or to create a profile, 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).

We recommend bookmarking this page as a favourite.



The screenshot shows a login form titled "Log in to your account". It contains two input fields: "Email Address" and "Password", both marked with an asterisk. A red arrow points to the "Email Address" field. Below the fields is a "Forgot your password?" link and a blue "Log In" button. At the bottom, there is a link for "Need to create an account?" and a "Privacy Policy" link.

STEP 2: Authors

Confirm the following items for your submission.

a) Author details

You are required to enter the contact details of the submitting author.
Please enter the name, affiliations and mobile for ALL additional authors.

b) Add Co-Author Details

Please enter any co-author details if necessary.

c) Who will be presenting the paper?

Please enter the full name of the author presenting the paper.

STEP 3: Submit Abstract

You will be required to fill in the following fields of the submission form.

a) 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.

b) Abstract

The abstract should not repeat the title, authors and affiliations.
Max 400 words

c) Presentation Type

Oral, Poster or either.

d) Theme

Please select of the following theme that best fits your submission. These themes will be used by the Oversight Committee for review.

Policy / Legislation
Planning
Integrated Water Management
Climate Change / UN Sustainability Goals
Ecological Outcomes
Legal Outcomes
Economics / Alternate Market based mechanisms
Proprietary Products
AI /IoT/ Technology advancements
Community Education / Consultation / Collaboration
Asset Maintenance
Water in Traditional Cultures / Cultural significance of Water
Emerging Leaders (4th year / PhD Student Papers)
Case Studies
Other (please specify)

- e) Please identify whether you are submitting under a independent, third party peer review category, or not. Only abstracts submitted under the peer review category will be eligible for publication in a Journal after the Conference.

Review Category

- Peer reviewed
- Non-peer reviewed

f) **TERMS AND CONDITIONS**

By submitting authors must agree to the following terms and conditions:

- I declare that the submissions are the original works of at least one author/presenter.
- If the submission is accepted, I confirm that at least one author will register and pay to attend and present the abstract at the Conference.
- No funding is provided to presenters. Any presenter not registered for the Conference by the deadline specified in the acceptance email may have their abstract removed from the proceedings and program.
- If third party material is used in the submission, I promise it does not and will not breach any existing Intellectual Property or a third party's Intellectual Property or Moral Rights.
- I give permission on behalf of all presenters and affiliations associated with the abstract submission, for the Abstract and PowerPoint to appear on the SET 2024 Conference website, Conference phone app, and in printed Conference material if it is accepted for presentation.
- You give Stormwater Australia and Think Business Events permission to film or photograph your presentation at the Conference.

Yes, I/we give permission.

PLEASE NOTE:

References are not to be included in the abstract.

Special Symbols and Formatting are to be used sparingly. Once your submission is complete, please read your abstract in full to ensure the symbols are displayed correctly. If not, please click on the 'Special Character' icon on the screen to see the list of available characters to insert.

STEP 4: Summary

Once the submission form is 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.

Updating an abstract

Authors may login to edit/update the submission until the call for abstracts closes on 23 April, 2024. This can be done by logging in as a RETURNING USER and selecting Edit Abstract.

Withdrawing an abstract

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.

Enquiries

SET 2024 National Conference Office

Think Business Events

Email: set@thinkbusinessevents.com.au

Phone: 03 9417 1350

For ease of reference, please always include the reference number and title of your presentation in your email.