*Submit your abstract for review by providing the following information.*

**Abstract Title ***

Maximum of 120 characters: Use sentence case. That is – capital letter for first word, proper nouns, and first word after a colon. For example: Evaluation: The state of play in Australia

**Abstract (Text files only) ***

Include the following:
- Your abstract (not more than 300 words)
- A justification statement: this presents the important concepts and facts to explain the proposals contribution to the conference theme (not more than 300 words). Do not simply repeat what you have said in the abstract. This statement is for the reviewers only and will not be included in the conference booklet. (Mark this section 'Justification').

Note: since the review is double-blind, ensure that there is no identifying information in your Abstract or Justification Statement

**Type ***

Choose the format of your presentation (click here for more info)

**Theme 1 ***

Choose the sub-theme (strand) (click here for more info)

**No. Authors ***

`1`

Choose the number of authors for your presentation/paper (max. 10) *Note: you are required to fill in First Name, Last Name, Organisation, Country for each author— ignore the Affiliations field.*

**Are You Presenting The Submission ***

`Yes`

Yes/No

**Main Contact:**

**Email ***

The main contact email address

**Password ***

Please type a password and record it in a safe place for later reference.

**Confirm Password ***

Re-type in the password exactly as you did above.

**Salutation ***

Ms, Miss, Mrs, Mr, Mx, Dr, Assoc Prof, Professor, etc.

**First Name ***

Your first, or given, name

**Last Name ***

Your last, or family, name

**Organisation ***

Write N/A if you are not affiliated with an organisation

**Position**

This field is optional

**Department**

This field is optional

**Address:**

Fill in your address information: Street, City, Country

**Phone ***

Your contact number

**Fax**

This field is optional

For each additional author/ presenter you are required to fill in:

First Name:
First, or given, name

Last Name:
Last, or family, name

Organisation:
Write N/A is you are not affiliated with an organisation

Country

Affiliations:
Optional, please ignore

**Target audience**
To help focus your proposal and support conference attendees to select sessions best suited to their interests, consider audience/s for your session.

**Foundational** Foundational sessions assume no previous knowledge from the audience – they are beginner-friendly. The topic is presented at an introductory level using accessible language that can be understood by non-expert audiences.

**Intermediate** Intermediate sessions assume the audience has a working knowledge of the topic or concept but provides accessible language and avoids technical details to ensure engagement from non-expert audiences.

**Advanced** Advanced sessions assume the audience has in-depth experience with and/or technical understanding of the topic. This stream is also suitable to presentations on niche topics that demand the use of technical language to convey complex concepts with precision.

**Foundational/ Intermediate**

**Intermediate/ Advanced**

**Specify your target audience \***

Choose the most appropriate target audience

**Industry sector request**
Please review the items listed below and indicate up to five (5) industry sectors the material covers.

Note: Should your presentation be accepted, the information will assist the program committee with organising the program. The items will also be shown on your listing in the on-line program to facilitate key word searches.

**Industry sector selection (choose no more than 5) \***

Tick up to 5 industry sectors that apply

- ☐ Arts and recreation services
- ☐ Community and social services
- ☐ Economic development, tourism and infrastructure
- ☐ Education and training
- ☐ Environment and climate change
- ☐ Health and disability
- ☐ Information media and telecommunications
- ☐ International development
- ☐ Natural resources and energy (including Agriculture electricity Forestry Fishing gas mining and water)
- ☐ Public administration and safety
- ☐ NFP or Philanthropy
- ☐ Other

**Complete if you selected OTHER**

**Conference presentation conditions**

- The 2024 conference is being held face-to-face in Melbourne, Australia and all presenters are required to be present in-person for their presentation (that is, hybrid or virtual presentations will not be accepted).
- All conference presenters must register, and pay, for at least the day they are presenting (and every other day they are attending the conference).
- To ensure that an accepted presentation (and its abstract) is included in the final program at least one presenter must register by 7 July 2024. All presenters must be registered by 31 July 2024.
- There is an expectation that presentations will substantially match the description in the submitted abstract.
- All abstracts must be prepared accordance to the guidelines provided. Incomplete or incorrect submissions will be will be rejected.
- If the abstract is selected, consent is provided for the presentation slides (for oral presenters); video; audio recording and photos taken during the oral presentation presentation to be used and published following the conference by Australian Evaluation Society unless permission is withdrawn within 14 days of the conference closing.
- Submission of your abstract/s implies you have read, understood and comply with these conditions.
- Abstracts must be submitted by the presenting author who should complete all fields on the online submission form.
- The person submitting the information must be one of the presenters.
- The person submitting the abstract should be the nominated main contact of your abstract. All correspondence relating to the submission will be directed to this person, and they should in turn distribute to any other co-presenters.
- Should your proposal be submitted you must immediately inform the organisers of any change of, or withdrawal, of presenters. The AES reserves the right to remove presentations from the program where substantial changes have been made to the original presenter roster.
- If you are submitting more than one abstract a separate submission must be made for each one.

Note: Agreement to this requirement is a condition of submitting a conference presentation proposal.

**Conditions agreement** *

Confirm your agreement to the presentation conditions

Submit — Click "Submit" to complete the submission.